

**Roundtable on Sustainable Palm Oil Certification
R S P O- GROUP CERTIFICATION**

[✓] Initial Certification

Name of Group / : **Asosiasi Pekebun Swadaya Kelapa Sawit Labuhanbatu**
 Organisation
 Plantation Name : **Asosiasi Pekebun Swadaya Kelapa Sawit Labuhanbatu**
 Location : Labuhanbatu District, Sumatera Utara Province, Indonesia.

Certificate Code : **MUTU-RSPO/135**

Date of Certificate Issue : 04 October 2019

Date of License Issue : 04 October 2019

Date of Certificate Expiry : 03 October 2024

Date of License Expiry : 03 October 2020

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
IC	06 to 08 August 2019	Sandra Purba (Lead Auditor), Rizliani Aprianita Hasibuan, Briyogi Shadiwa	Hera Hendrasana	Ardiansyah

Assessment	Approved by MUTUAGUNG LESTARI on:
IC	04 October 2019

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 on March 12th, 2014 with registration number **RSPO-ACC-055**

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Figure 1. Location Map of Asosiasi Pekebun Kelapa Sawit Labuhanbatu

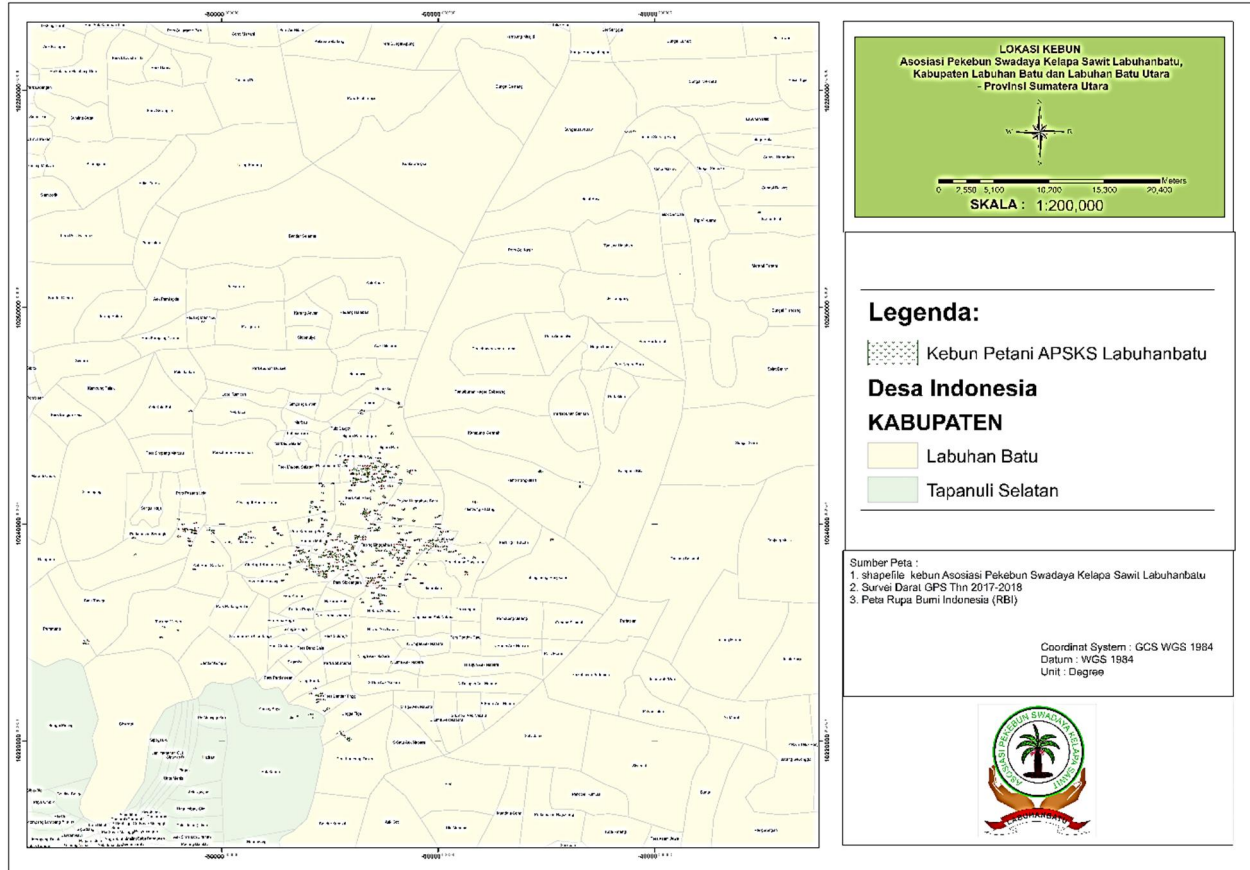
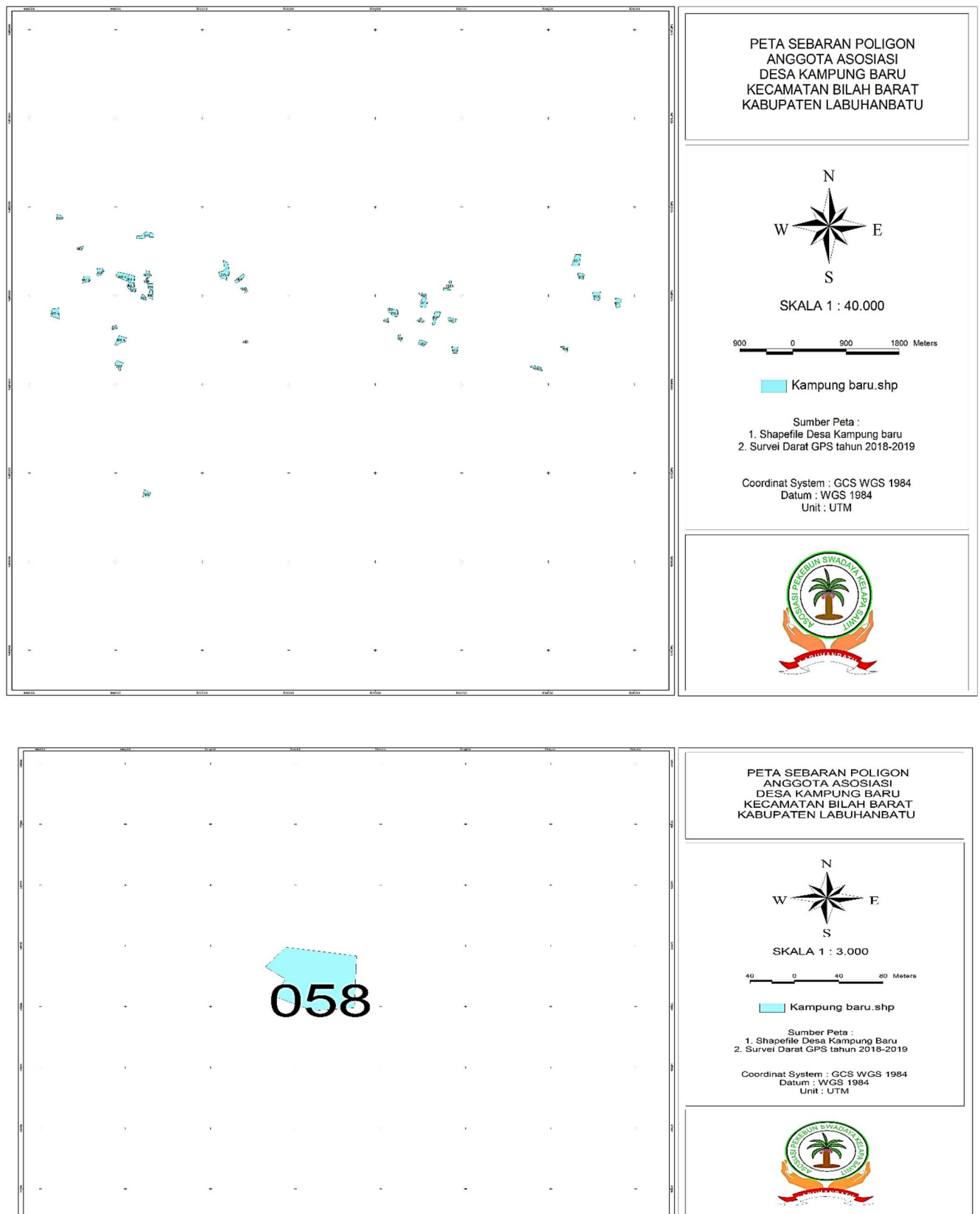


Figure 2. Operational Map of farmer's plot of Kampung Baru



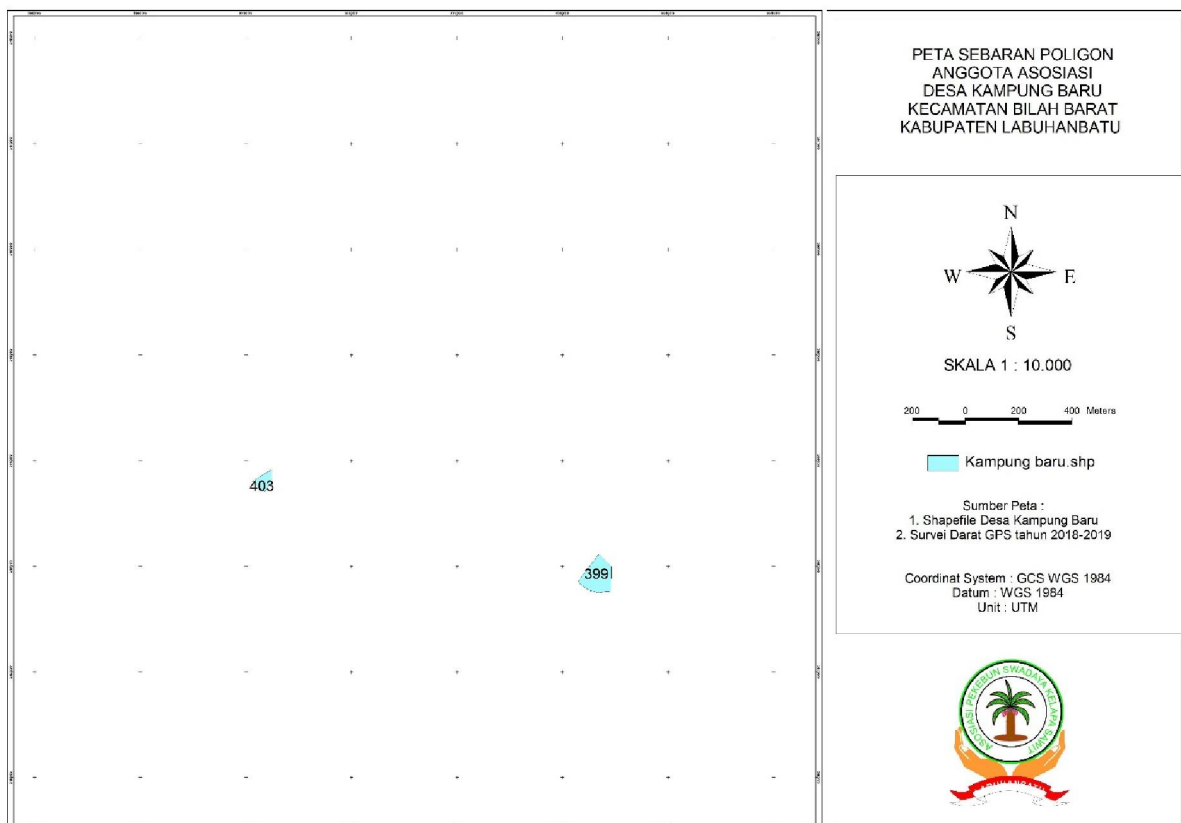
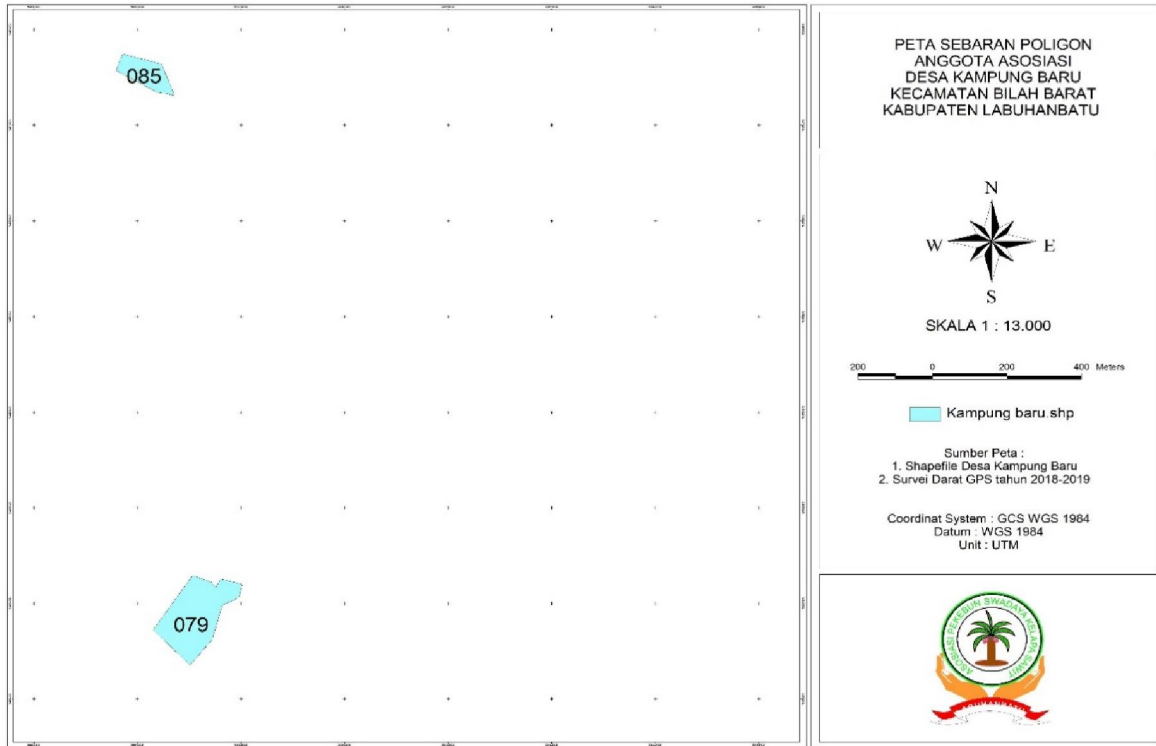
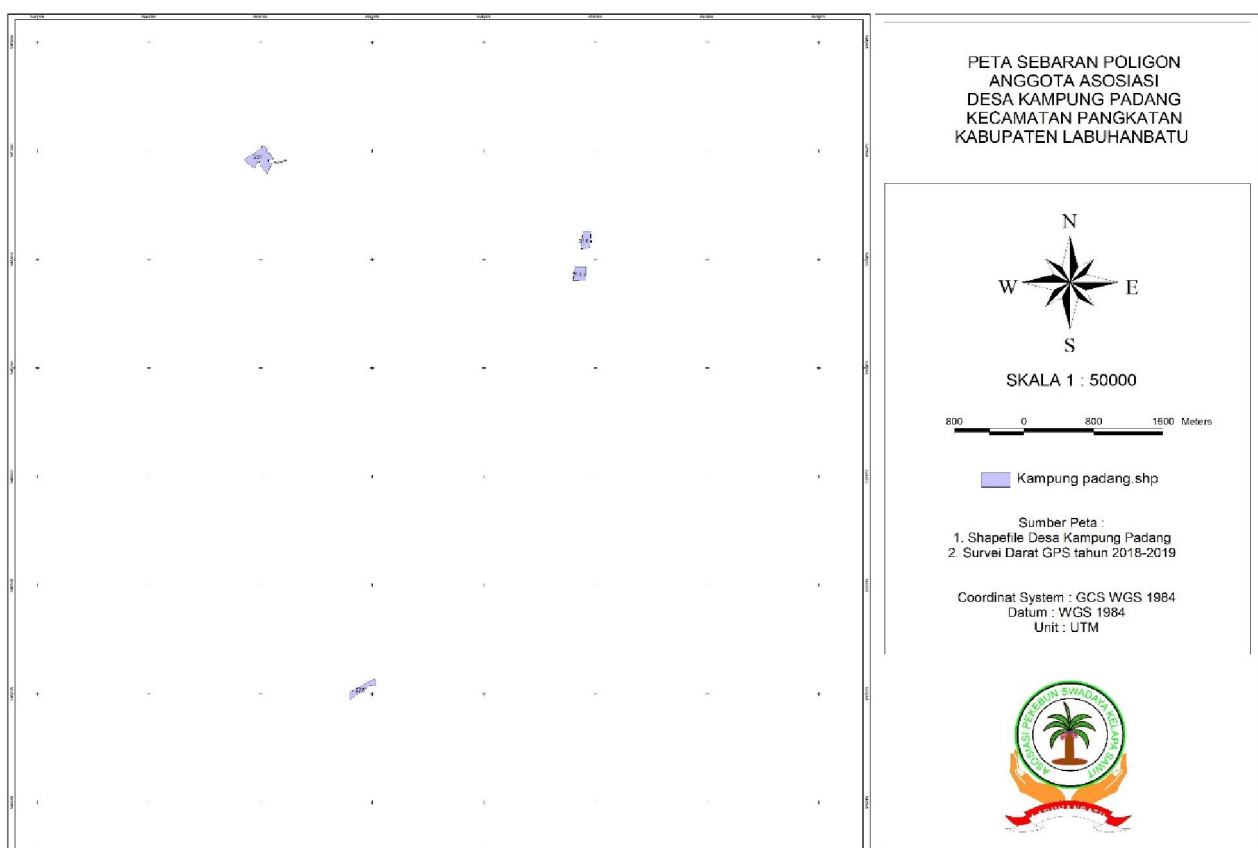
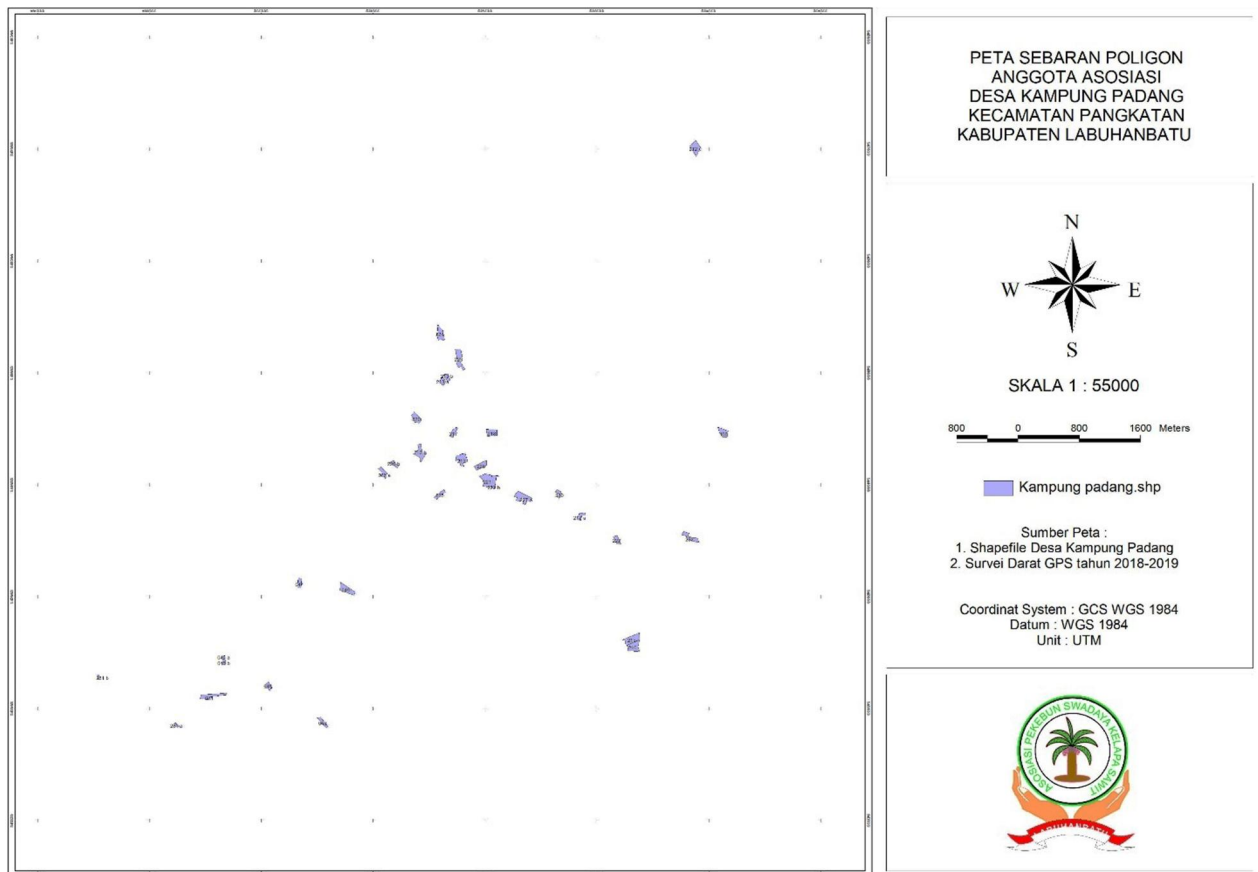


Figure 3. Operational Map of farmer's plot of Kampung Padang



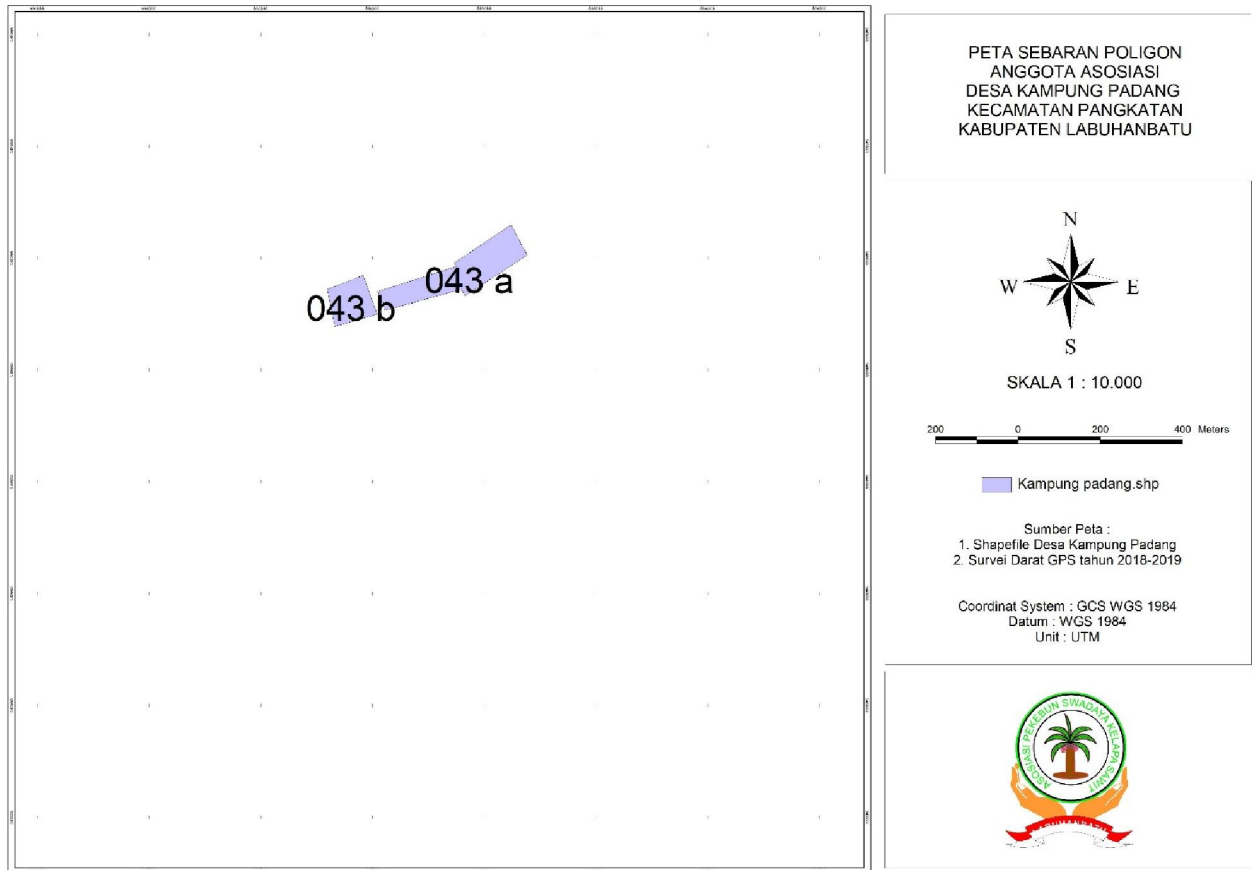


Figure 4. Operational Map of farmer's plot of Lingga Tiga

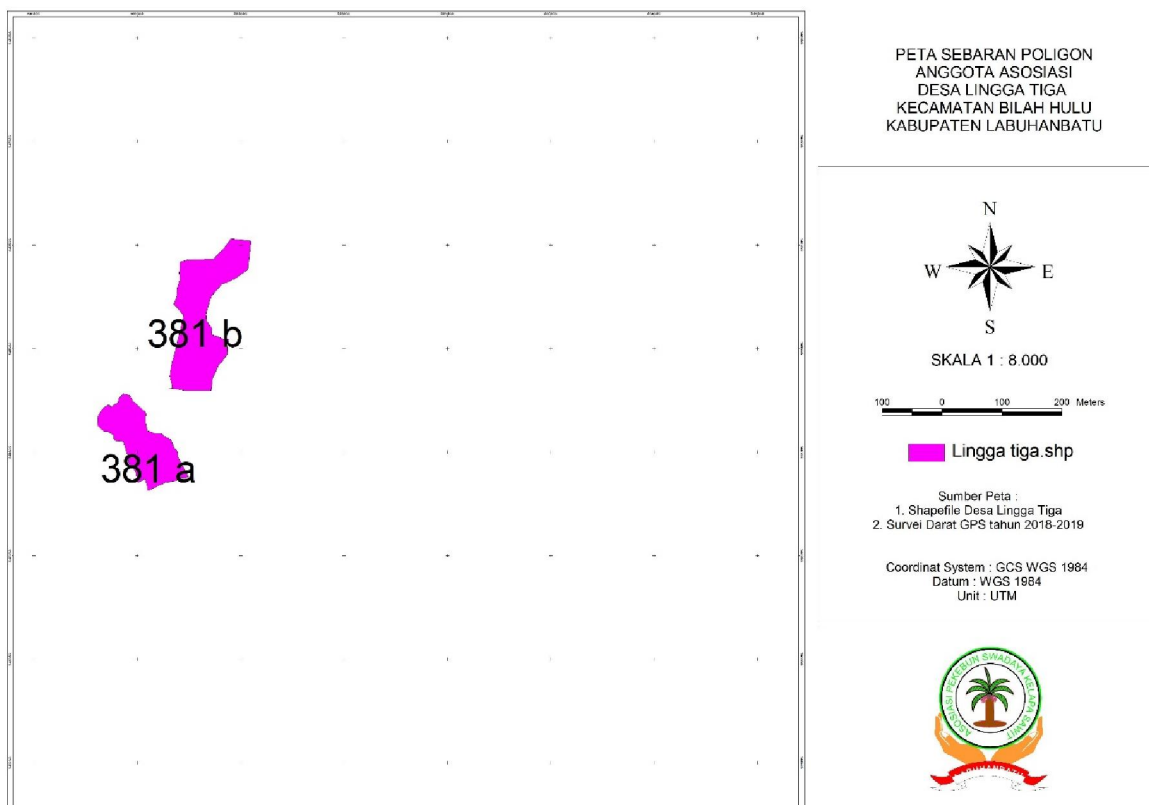
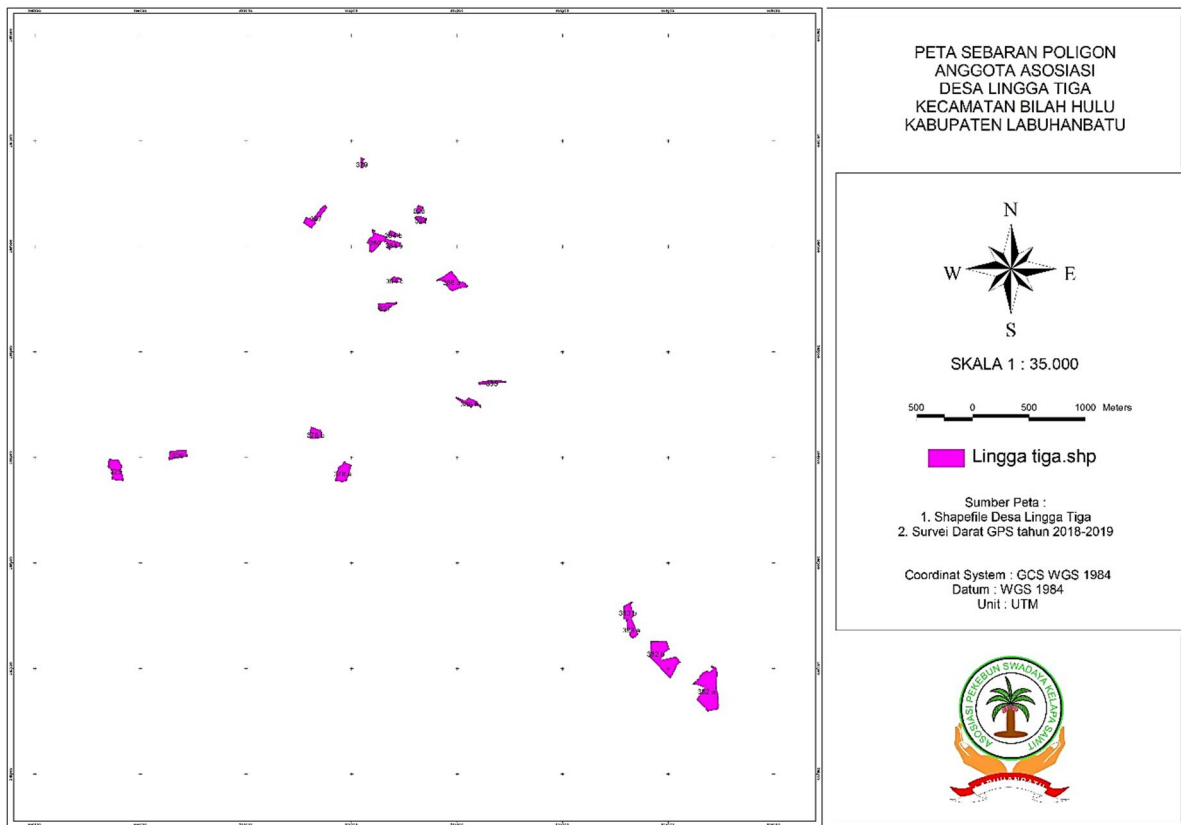
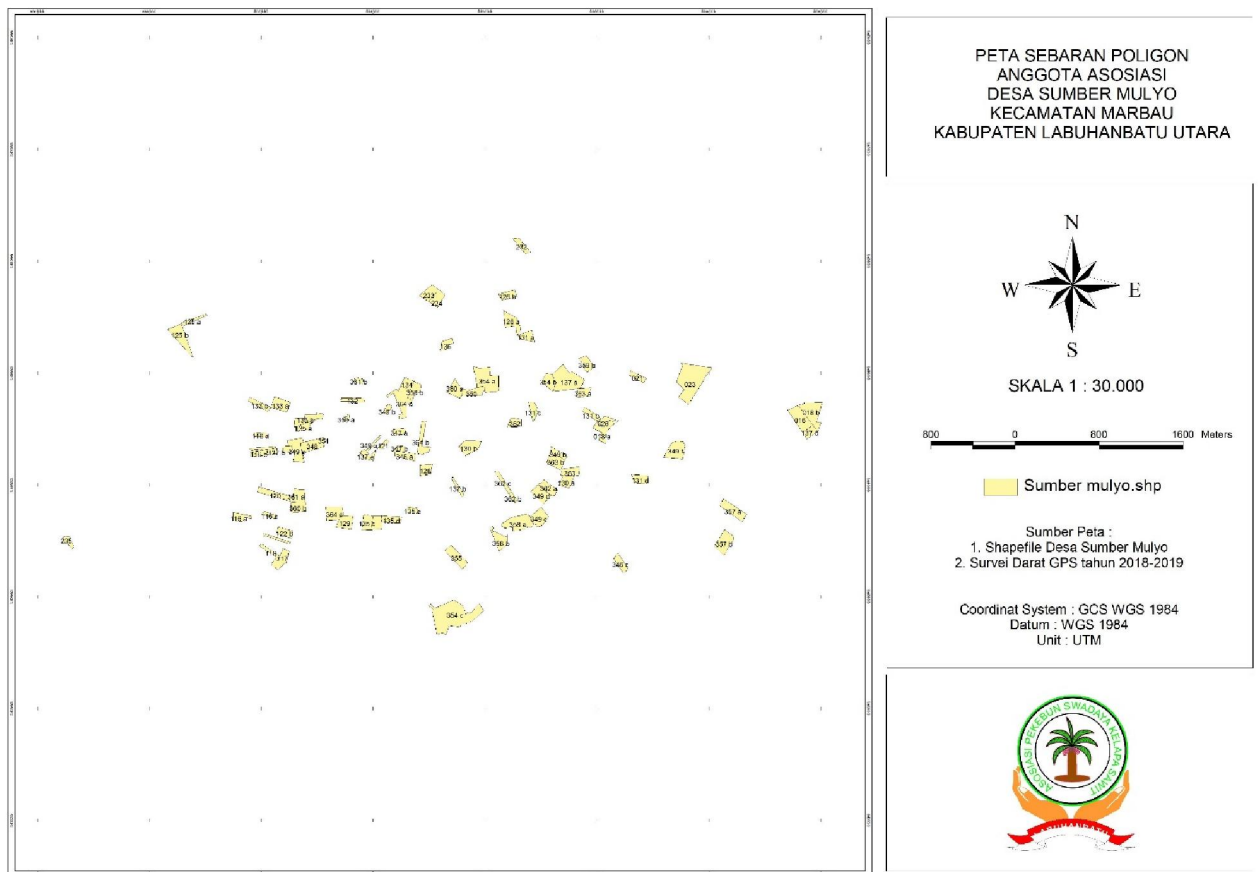
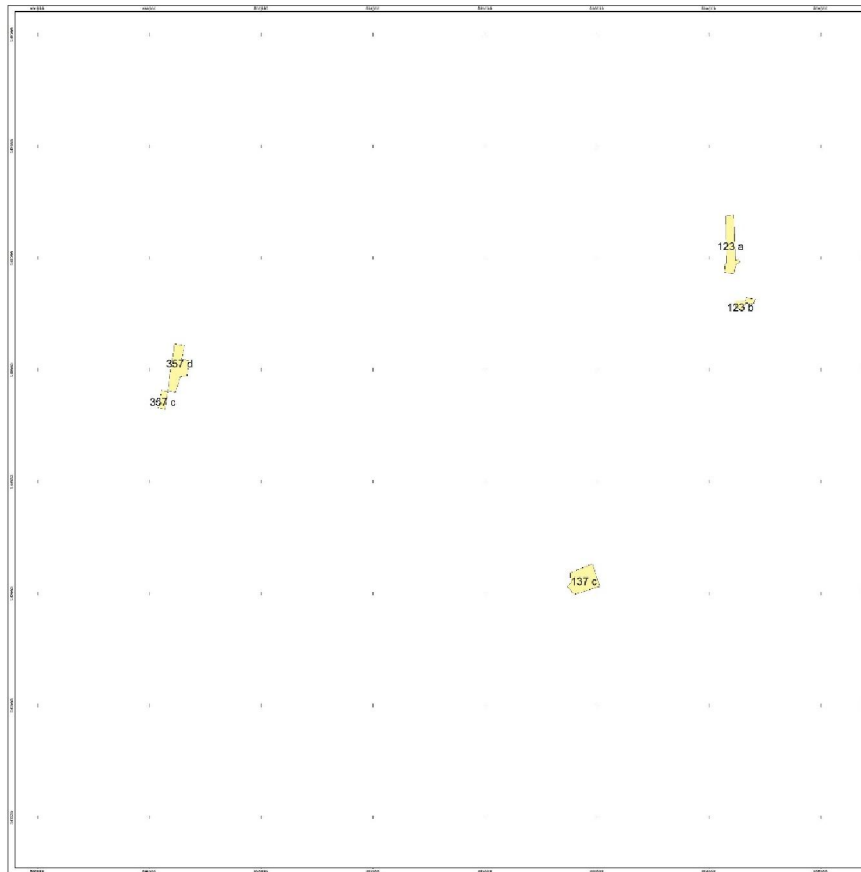


Figure 5. Operational Map of farmer's plot of Pulo Padang

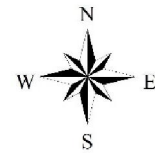


Figure 6. Operational Map of farmer's plot of Sumber Mulyo





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ANGGOTA ASOSIASI
DESA SUMBER MULYO
KECAMATAN MARBAU
KABUPATEN LABUHANBATU UTARA



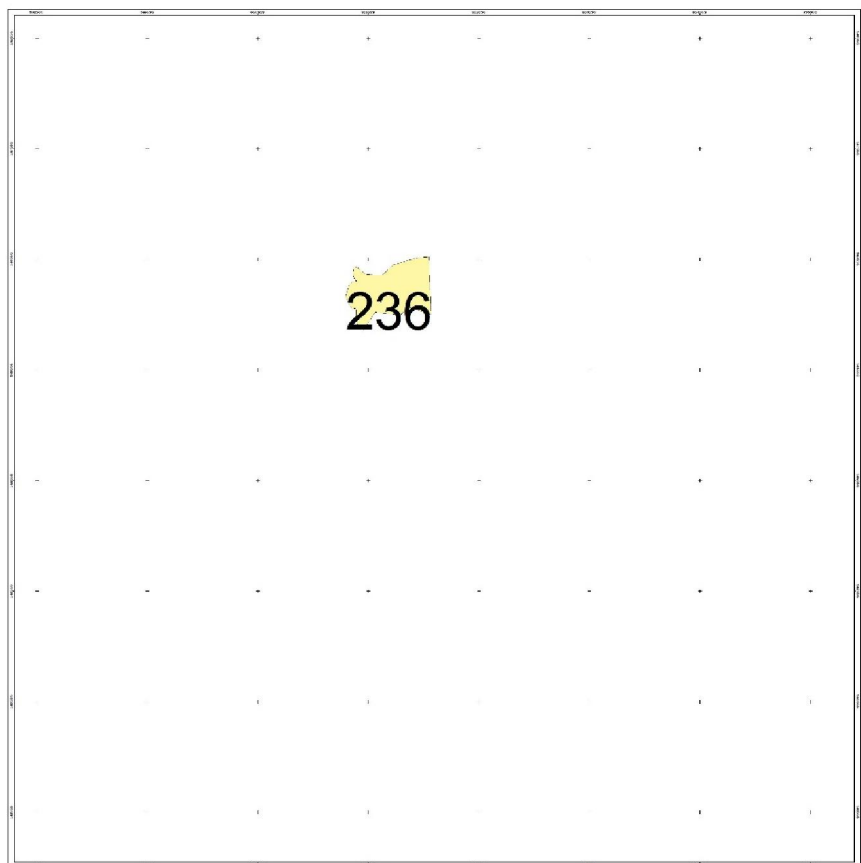
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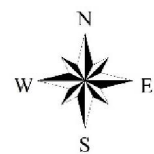
Sumber mulyo.shp

Sumber Peta :
1. Shapefile Desa Sumber Mulyo
2. Survei Darat GPS tahun 2018-2019

Coordinat System : GCS WGS 1984
Datum : WGS 1984
Unit : UTM



PETA SEBARAN POLIGON
ANGGOTA ASOSIASI
DESA SUMBER MULYO
KECAMATAN MARBAU
KABUPATEN LABUHANBATU UTARA



SKALA 1 : 5.000

80 0 80 160 Meters

Sumber mulyo.shp

Sumber Peta :
1. Shapefile Desa Sumber Mulyo
2. Survei Darat GPS tahun 2018-2019

Coordinat System : GCS WGS 1984
Datum : WGS 1984
Unit : UTM



Figure 7. Operational Map of farmer's plot of Tanjung Harapan

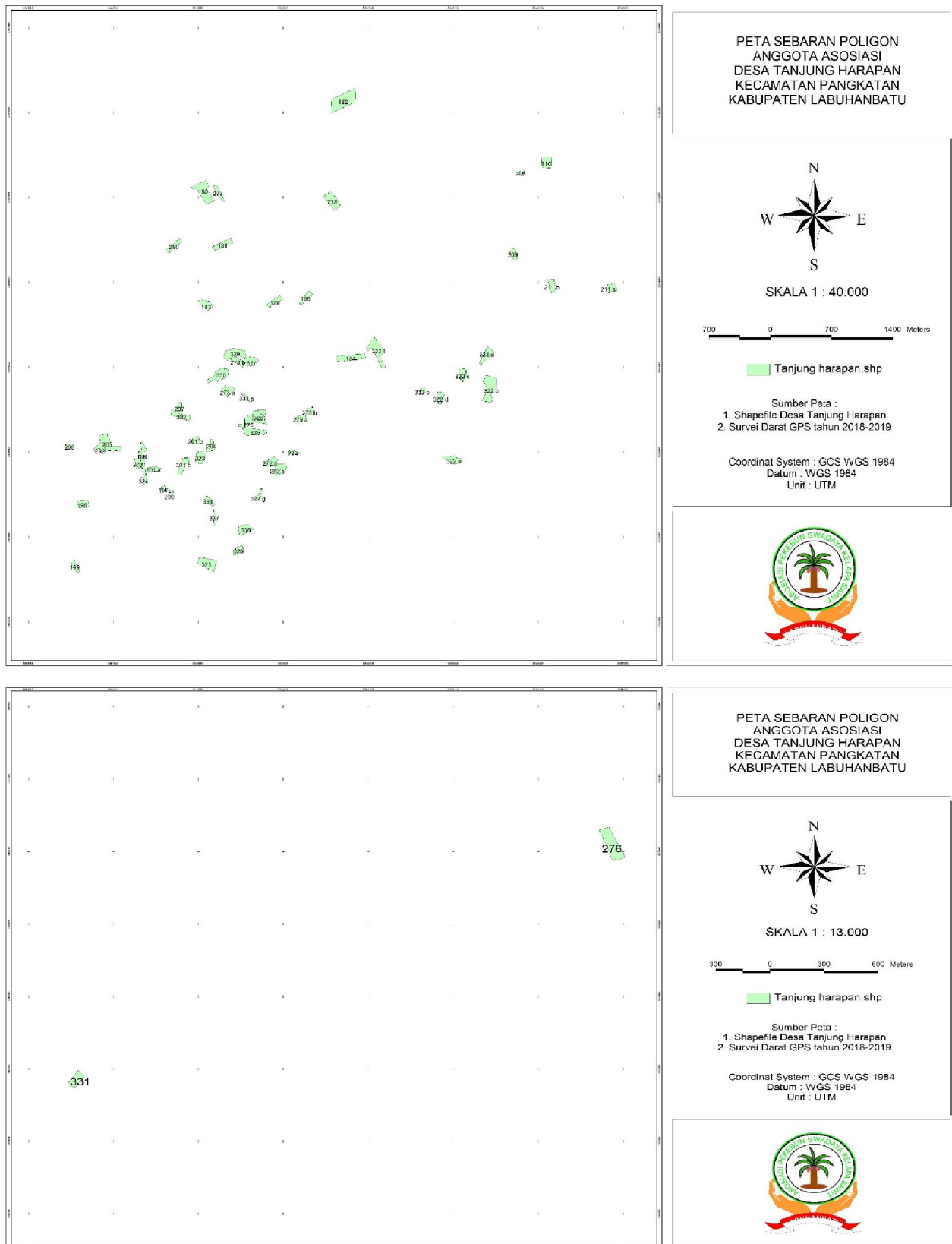
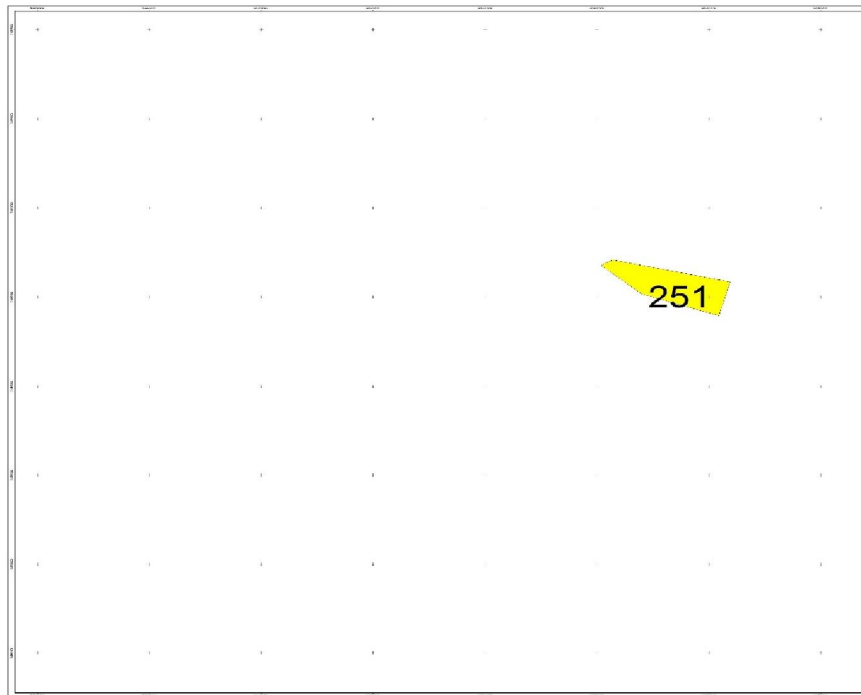
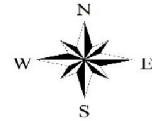


Figure 8. Operational Map of farmer's plot of Tebing Liggahara





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ANGGOTA ASOSIASI
DESA TEBING LINGGAHARA
KECAMATAN BILAH BARAT
KABUPATEN LABUHANBATU



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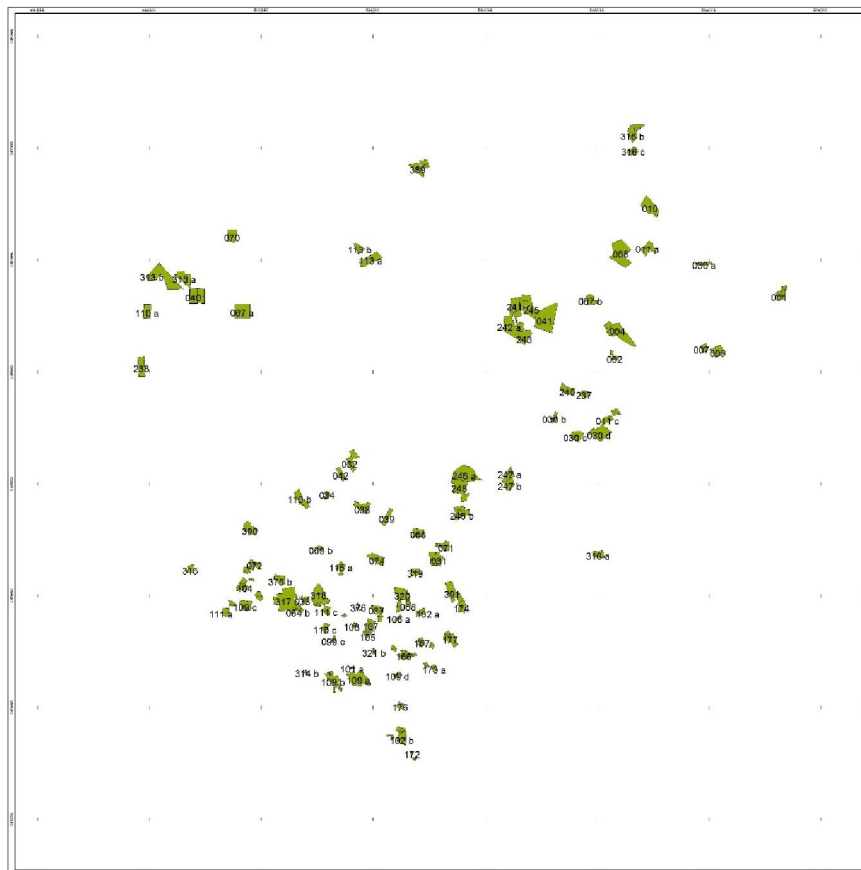


 Tebing linggahara.shp

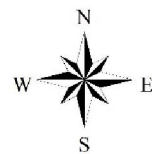
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2. Survei Darat GPS tahun 2018-2019

Coordinat System : GCS WGS 1984
Datum : WGS 1984
Unit : UTM



PETA SEBARAN POLIGON
ANGGOTA ASOSIASI
DESA TEBING LINGGAHARA BARU
KECAMATAN BILAH BARAT
KABUPATEN LABUHANBATU



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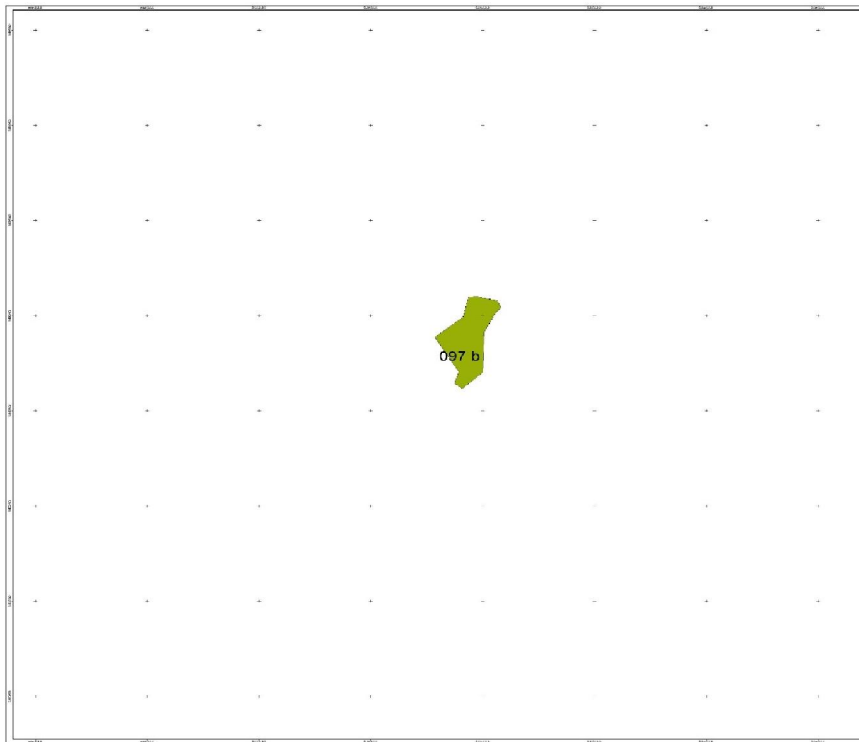
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Sumber Peta :

1. Shapefile Desa Tebing Linggahara Baru
2. Survei Darat GPS tahun 2018-2019

Koordinat System : GCS WGS 1984
 Datum : WGS 1984
 Unit : UTM





PETA SEBARAN POLIGON
ANGGOTA ASOSIASI
DESA TEBING LINGGAHARA BARU
KECAMATAN BILAH BARAT
KABUPATEN LABUHANBATU



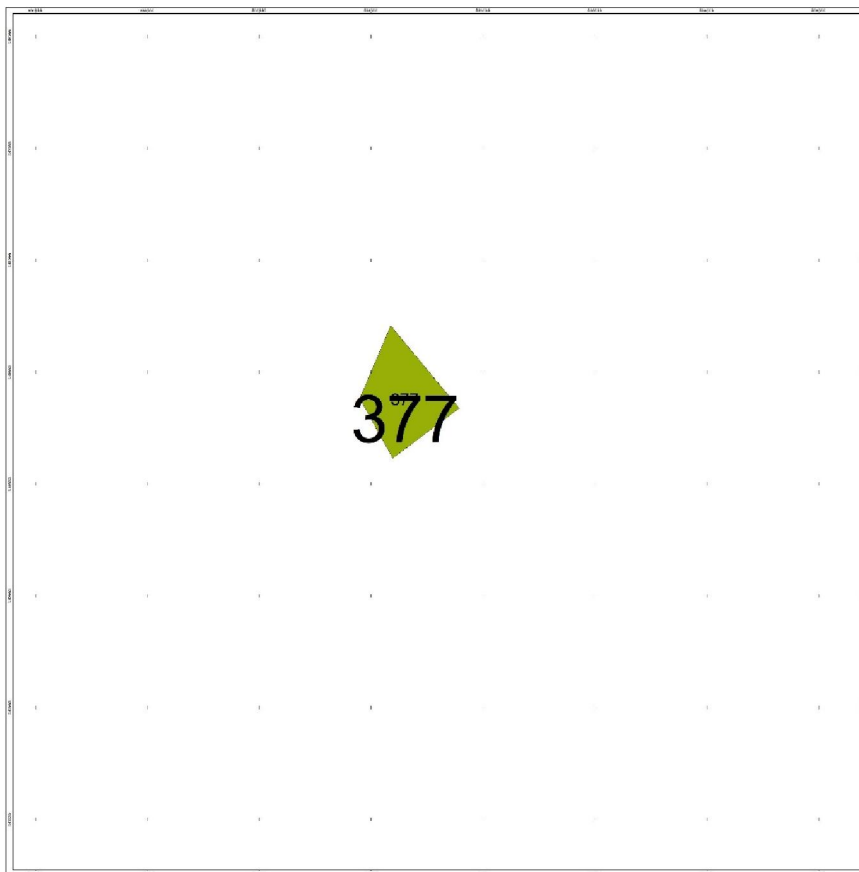
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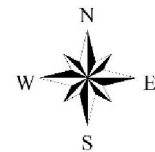
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Sumber Peta :
1. Shapefile Desa Tebing Linggahara Baru
2. Survei Darat GPS tahun 2018-2019

Coordinat System : GCS WGS 1984
Datum : WGS 1984
Unit : UTM



PETA SEBARAN POLIGON
ANGGOTA ASOSIASI
DESA TEBING LINGGAHARA BARU
KECAMATAN BILAH BARAT
KABUPATEN LABUHANBATU



SKALA 1 : 7.000

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Tb_linggahara_baru.shp

Sumber Peta :
1. Shapefile Desa Tebing Linggahara Baru
2. Survei Darat GPS tahun 2018-2019

Coordinat System : GCS WGS 1984
Datum : WGS 1984
Unit : UTM



Abbreviations Used

ALS	: Assessor Licensing Scheme
APSKSL	: <i>Asosiasi Pekebun Swadaya Kelapa Sawit Labuhanbatu</i> (Palm Oil Independent Farmers Association of Labuhanbatu)
BOD	: Biological Oxygen Demand
BPJS	: <i>Badan Penyelenggara Jaminan Sosial</i> (Social Insurance Agency)
BPN	: Badan Pertanahan Nasional (<i>National Land Agency</i>)
CB	: Certification Body
CSR	: Corporate Social Responsibility
CD	: Community Development
CH	: Certificate Holder
COD	: Chemical Oxygen Demand
CPO	: Crude Palm Oil
DPLH	: Environment Management Document
DLH	: <i>Dinas Lingkungan Hidup</i> (Environmental Department)
EFB	: Empty Fruit Bunch
EHS	: Environment Health and Safety
EIA	: Environmental Impact Assessment
EWS	: Early warning system
FFB	: Fresh Fruit Bunches
FPIC	: Free Prior and Informed Consent
GHG	: Green House Gases
HCV	: High Conservation Value
HIRAC	: Hazard Identification Risk Assessment and Risk Control
IPODS	: Indonesian Palm Oil Development for Smallholders
IPM	: Integrated Pest Management
KER	: Kernel Extraction Rate
LB	: Labuhanbatu
LD50	: <i>Lethal Dose 50</i>
LUCA	: Land Use Change Analysis
MSDS	: Material Safety Data Sheet
NGO	: Non-Government Organizations
OER	: Oil Extraction Rate
OFI	: Opportunity of Improvement
OHS	: Occupational Health and safety
PIC	: Person in Charge
PK	: Palm Kernel
POM	: Palm Oil Mill
POME	: Palm oil mill effluent
PPE	: Personal Protection Equipment
RACP	: Remediation and Compensation Plan
RSPO	: <i>Roundtable on Sustainable Palm Oil</i>
RTE	: Rare, Threatened or Endangered
SCCS	: Supply Chain Certification Standard
SIA	: Social Impact Assessment
SEIA	: Social Environment Impact Analysis
SKGR	: <i>Surat Keterangan Ganti Rugi</i> (Land Compensation Certificate)
SKT	: <i>Surat Kepemilikan Tanah</i> (Land Ownership Certificate)
SOP	: Standard Operational and Procedure
SPPL	: <i>Surat Pernyataan Pengelolaan Lingkungan</i> (Statement of Environment Management)

1.0	SCOPE of the CERTIFICATION ASSESSMENT			
1.1	Assessment Standard Used	RSPO Management System Requirements and Guidance for Group Certification of FFB Production Revised Version as endorsed by the Board of Governors on 8th March 2018.		
1.2	Organisation Information			
1.2.1	Organization name listed in the certificate	Asosiasi Pekebun Swadaya Kelapa Sawit Labuhanbatu		
1.2.2	Contact person	Asrijon Tanjung		
1.2.3	Organisation address and site address	• RSPO registered organization: Jl. Besar Pulo Padang Perlayuan, KeL Pulo Padang		
1.2.4	Telephone	085261978518		
1.2.5	Fax	-		
1.2.6	E-mail	asrijont@gmail.com		
1.2.7	Web page address	-		
1.2.8	Management Representative who completed the application for certification	Sakaria Ginting		
1.2.9	Registered as RSPO member	1-0273-19-000-00 – 18 June 2019		
1.3	Type of Assessment			
1.3.1	Scope of Assessment and Number of member	Asosiasi Pekebun Swadaya Kelapa Sawit Labuhanbatu consist of 386 smallholders.		
1.3.2	Type of certificate	Single		
1.4	Locations of Plantation			
1.4.1	Location of Plantation			
	Name of Farmer Group	Location	Coordinate	
			LatitudeLongitude	
	Asosiasi Pekebun Swadaya Kelapa Sawit Labuhanbatu consist of 386 smallholders.			
	Dos Roha Tapan Nauli	Village of Tebing Linggahara Baru, Sub Regency of Bilah Barat, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°10' 28,795" N	99°56' 29,605" E
			2°10' 1,867" N	99°55' 16,544" E
			2°10' 29,269" N	99°56' 31,369" E
			2°10' 11,739" N	99°55' 19,518" E
			2°10' 4,065" N	99°56' 2,419" E
			2°10' 15,043" N	99°55' 13,992" E
			2°10' 5,448" N	99°55' 56,372" E
			2°10' 47,637" N	99°55' 19,566" E
			2°11' 8,204" N	99°55' 32,555" E
			2°10' 49,708" N	99°55' 31,664" E
			2°9' 37,015" N	99°55' 17,322" E
			2°9' 33,624" N	99°55' 13,535" E
	2°10' 32,090" N	99°56' 31,777" E		
	Sumber Murah	Village of Tebing Linggahara, Sub Regency of Bilah Barat, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°7' 27,490" N	99°54' 10,888" E
			2°7' 5,254" N	99°54' 11,715" E
			2°7' 8,736" N	99°54' 0,122" E
	Jadi Jaya	Village of Sumber Mulyo, Sub Regency of Marbau, Regency of Labuhanbatu Utara, Province of Sumatera Utara, Indonesia	2°12' 25,608" N	99°56' 44,226" E
			2°12' 22,019" N	99°55' 43,629" E
			2°12' 27,406" N	99°56' 47,887" E
			2°12' 24,841" N	99°55' 44,222" E
			2°12' 38,583" N	99°55' 54,148" E
			2°12' 37,516" N	99°56' 10,674" E

Setia Maju	Village of Lingga Tiga, Sub Regency of Bilah Hulu, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°1' 18,609" N 2°0' 6,322" N 2°0' 10,757" N 2°0' 53,547" N 2°1' 21,507" N	99°52' 26,096" E 99°50' 58,410" E 99°51' 16,127" E 99°52' 15,920" E 99°52' 25,585" E
Dos Roha	Village of Tebing Linggahara Baru, Sub Regency of Bilah Barat, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°10' 42,997" N 2°9' 34,580" N 2°9' 26,522" N 2°9' 27,758" N	99°55' 56,647" E 99°54' 50,329" E 99°55' 0,176" E 99°55' 10,454" E
Sidomulyo	Village of Tebing Linggahara Baru, Sub Regency of Bilah Barat, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°8' 31,832" N 2°9' 15,762" N 2°8' 13,619" N 2°9' 0,848" N 2°8' 54,067" N 2°8' 59,347" N 2°8' 9,809" N 2°8' 55,048" N 2°8' 50,394" N 2°10' 28,658" N 2°10' 18,690" N 2°9' 9,652" N	99°53' 59,351" E 99°53' 21,109" E 99°53' 0,629" E 99°53' 10,197" E 99°54' 8,453" E 99°53' 9,453" E 99°53' 31,631" E 99°53' 25,625" E 99°53' 36,407" E 99°52' 11,124" E 99°54' 46,721" E 99°53' 16,131" E
Sidomukti	Village of Kampung Padang, Sub Regency of Pangkatan, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°29' 24,437" N 2°29' 22,117" N 2°7' 0,471" N 2°7' 17,026" N 2°7' 14,829" N 2°6' 49,293" N 2°7' 48,340" N 2°7' 4,597" N 2°7' 45,680" N	100°7' 48,698" E 100°7' 40,083" E 99°56' 38,611" E 99°56' 44,002" E 99°56' 43,998" E 99°57' 25,745" E 99°57' 15,959" E 99°57' 2,836" E 99°57' 35,816" E
Maju Bersama Kampung B	Village of Kampung Baru, Sub Regency of Bilah Barat, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°9' 25,458" N 2°9' 25,294" N 2°8' 51,753" N 2°9' 19,733" N 2°9' 24,538" N 2°9' 20,851" N 2°9' 21,481" N 2°15' 22,181" N 2°7' 29,850" N 2°9' 17,014" N 2°8' 59,409" N 2°9' 15,535" N 2°9' 22,302" N 2°9' 27,893" N 2°9' 29,321" N	99°46' 0,351" E 99°45' 35,899" E 99°47' 3,246" E 99°46' 1,567" E 99°46' 8,977" E 99°45' 59,281" E 99°46' 11,086" E 99°45' 54,331" E 99°46' 8,720" E 99°46' 11,078" E 99°45' 51,306" E 99°46' 7,262" E 99°46' 0,465" E 99°46' 9,486" E 99°45' 43,218" E
Sekawan Tani	Village of Tebing Linggahara Baru, Sub Regency of Bilah Barat, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°8' 10,818" N 2°8' 9,779" N 2°8' 11,791" N 2°8' 36,607" N 2°8' 43,463" N 2°10' 22,047" N 2°10' 26,847" N 2°8' 13,210" N 2°8' 32,087" N 2°8' 38,039" N 2°10' 55,572" N 2°8' 37,510" N 2°8' 29,591" N 2°8' 27,218" N	99°53' 41,751" E 99°52' 57,382" E 99°53' 5,771" E 99°53' 7,147" E 99°53' 50,195" E 99°52' 32,671" E 99°55' 6,610" E 99°53' 45,797" E 99°53' 56,761" E 99°53' 59,832" E 99°52' 28,210" E 99°54' 2,648" E 99°52' 37,930" E 99°52' 35,152" E

		2°8' 31,968" N	99°53' 31,829" E
Surya Indah	Village of Kampung Baru, Sub Regency of Bilah Barat, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°9' 29,430" N	99°46' 51,723" E
		2°9' 7,053" N	99°45' 18,923" E
		2°9' 48,806" N	99°46' 8,491" E
		2°8' 39,482" N	99°45' 53,695" E
		2°8' 10,962" N	99°43' 11,031" E
		2°8' 52,523" N	99°45' 54,472" E
		2°9' 26,942" N	99°45' 55,769" E
		2°9' 42,132" N	99°45' 32,660" E
		2°9' 20,004" N	99°47' 2,439" E
		2°9' 25,544" N	99°46' 59,813" E
		2°9' 2,264" N	99°43' 6,717" E
Serba Mulya	Village of Pulo Padang, Sub Regency of Rantau Utara, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°7' 24,270" N	99°52' 41,144" E
		2°7' 40,646" N	99°52' 20,931" E
		2°7' 40,972" N	99°52' 24,126" E
		2°7' 31,125" N	99°52' 48,122" E
		2°7' 47,794" N	99°52' 46,424" E
		2°7' 25,747" N	99°52' 40,176" E
		2°7' 38,278" N	99°52' 52,469" E
		2°7' 41,969" N	99°52' 19,297" E
		2°7' 25,700" N	99°52' 58,185" E
		2°7' 15,016" N	99°52' 38,453" E
		2°7' 25,835" N	99°52' 43,378" E
Panen Raya	Village of Tebing Linggahara Baru, Sub Regency of Bilah Barat, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°7' 37,270" N	99°52' 44,132" E
		2°7' 43,769" N	99°52' 51,269" E
		2°7' 59,825" N	99°53' 27,262" E
		2°9' 23,932" N	99°45' 40,139" E
		2°7' 44,735" N	99°53' 53,734" E
		2°8' 22,828" N	99°52' 36,745" E
		2°7' 52,182" N	99°53' 39,487" E
		2°7' 56,043" N	99°53' 12,819" E
		2°7' 36,731" N	99°53' 28,076" E
		2°8' 0,141" N	99°53' 29,651" E
		2°7' 43,649" N	99°53' 20,931" E
		2°7' 41,240" N	99°53' 11,665" E
		2°8' 8,180" N	99°53' 51,295" E
		2°7' 12,385" N	99°53' 43,204" E
		2°7' 16,011" N	99°53' 42,352" E
		2°8' 21,375" N	99°52' 32,623" E
		2°8' 12,112" N	99°52' 28,081" E
		2°8' 19,131" N	99°52' 33,566" E
		2°7' 58,500" N	99°53' 28,085" E
		2°8' 5,642" N	99°53' 41,455" E
		2°8' 6,884" N	99°53' 17,669" E
		2°8' 2,871" N	99°53' 29,322" E
		2°8' 2,361" N	99°53' 22,235" E
		2°7' 38,869" N	99°53' 23,517" E
		2°7' 38,514" N	99°53' 12,441" E
		2°8' 11,448" N	99°52' 34,052" E
		2°7' 40,489" N	99°53' 41,035" E
		2°7' 34,725" N	99°53' 14,860" E
		2°10' 21,937" N	99°51' 50,755" E
		2°8' 58,439" N	99°52' 58,582" E
		2°8' 1,286" N	99°53' 9,203" E
		2°8' 8,239" N	99°52' 25,407" E
		2°8' 18,876" N	99°52' 30,582" E
		2°8' 9,121" N	99°53' 9,886" E
		2°8' 6,543" N	99°53' 33,471" E
		2°10' 28,734" N	99°52' 14,512" E

		2°10' 44,860" N 2°10' 49,781" N 2°8' 28,554" N 2°8' 25,569" N	99°53' 29,220" E 99°53' 24,136" E 99°53' 16,181" E 99°53' 16,061" E
Tani Jaya 3	Village of Sumber Mulyo, Sub Regency of Marbau, Regency of Labuhanbatu Utara, Province of Sumatera Utara, Indonesia	2°11' 55,137" N 2°12' 14,907" N 2°11' 55,841" N 2°12' 20,669" N 2°11' 41,958" N 2°11' 44,348" N 2°12' 16,473" N 2°12' 2,200" N 2°12' 17,592" N 2°11' 48,398" N 2°11' 50,344" N 2°15' 48,299" N 2°15' 36,758" N 2°12' 15,775" N 2°12' 56,245" N 2°12' 50,957" N 2°12' 55,619" N 2°13' 3,953" N 2°12' 16,184" N 2°12' 15,508" N 2°12' 9,856" N 2°11' 53,565" N 2°12' 6,203" N 2°12' 16,921" N 2°12' 51,126" N 2°12' 26,961" N 2°12' 28,301" N 2°12' 6,899" N 2°12' 31,441" N 2°12' 30,043" N 2°12' 30,067" N 2°12' 36,486" N 2°12' 23,269" N 2°12' 25,498" N 2°11' 53,501" N 2°11' 54,420" N 2°11' 57,271" N 2°12' 48,688" N 2°12' 37,625" N 2°12' 4,313" N 2°14' 41,352" N 2°12' 21,440" N 2°12' 14,269" N	99°53' 51,749" E 99°53' 57,610" E 99°54' 0,702" E 99°53' 58,068" E 99°54' 4,319" E 99°54' 1,068" E 99°53' 58,835" E 99°54' 2,627" E 99°54' 35,839" E 99°54' 3,047" E 99°54' 5,433" E 99°56' 14,520" E 99°56' 17,121" E 99°53' 56,431" E 99°53' 37,177" E 99°53' 33,411" E 99°55' 15,400" E 99°55' 14,221" E 99°54' 6,330" E 99°54' 1,612" E 99°54' 48,833" E 99°54' 24,082" E 99°55' 32,240" E 99°55' 2,364" E 99°55' 20,160" E 99°55' 39,833" E 99°55' 22,014" E 99°55' 54,958" E 99°54' 26,576" E 99°54' 4,172" E 99°53' 57,703" E 99°54' 43,222" E 99°54' 11,636" E 99°54' 12,437" E 99°54' 30,850" E 99°54' 38,274" E 99°54' 44,794" E 99°54' 55,192" E 99°55' 32,257" E 99°54' 58,784" E 99°55' 45,222" E 99°56' 47,239" E 99°54' 31,058" E
Mutiara Jaya	Village of Pulo Padang, Sub Regency of Rantau Utara, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°8' 22,339" N 2°8' 21,250" N 2°7' 30,371" N 2°8' 17,862" N 2°8' 28,321" N 2°8' 20,859" N 2°7' 47,446" N 2°9' 57,982" N	99°51' 35,693" E 99°51' 32,397" E 99°51' 39,190" E 99°57' 12,083" E 99°57' 23,801" E 99°51' 37,045" E 99°52' 44,874" E 99°52' 37,314" E
Tani Subur	Village of Pulo Padang, Sub Regency of Rantau Utara, Regency of Labuhanbatu, Province of Sumatera Utara Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°10' 3,222" N 2°9' 42,769" N 2°10' 51,154" N 2°11' 18,574" N	99°52' 25,241" E 99°52' 26,243" E 99°51' 56,119" E 99°52' 30,367" E

		2°7' 53,855" N 2°8' 28,892" N 2°8' 30,824" N 2°8' 34,702" N 2°8' 32,156" N 2°8' 42,028" N 2°8' 27,788" N 2°7' 53,200" N	99°51' 15,628" E 99°57' 30,574" E 99°57' 33,353" E 99°57' 34,219" E 99°57' 34,841" E 99°57' 41,543" E 99°57' 41,936" E 99°51' 27,773" E
Swakarya	Village of Kampung Baru, Sub Regency of Bilah Barat, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°9' 58,588" N 2°8' 47,908" N 2°8' 47,312" N 2°9' 4,855" N 2°9' 12,760" N 2°9' 3,136" N 2°9' 7,128" N 2°8' 37,496" N 2°9' 16,356" N 2°9' 8,380" N 2°9' 12,516" N 2°9' 3,353" N 2°9' 21,106" N 2°8' 50,984" N 2°9' 26,904" N	99°45' 21,158" E 99°49' 58,080" E 99°48' 57,726" E 99°48' 47,291" E 99°48' 40,600" E 99°48' 39,039" E 99°48' 24,654" E 99°49' 42,656" E 99°50' 15,333" E 99°48' 22,176" E 99°50' 27,082" E 99°48' 56,112" E 99°48' 54,184" E 99°48' 39,898" E 99°50' 6,762" E
Tani Saroha	Village of Tebing Linggahara Baru, Sub Regency of Bilah Barat, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°7' 49,194" N 2°7' 55,174" N 2°7' 12,867" N	99°53' 43,968" E 99°53' 51,797" E 99°53' 38,149" E
Bangun Karya	Village of Tebing Linggahara Baru, Sub Regency of Bilah Barat, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°7' 3,182" N 2°7' 49,292" N 2°7' 53,462" N 2°2°7' 54,525" N 2°7' 5,787" N 2°7' 43,378" N 2°7' 58,667" N 2°8' 10,744" N 2°7' 50,292" N 2°7' 26,758" N 2°7' 56,021" N	99°53' 48,613" E 99°53' 47,832" E 99°53' 56,155" E 99°53' 50,710" E 99°53' 47,461" E 99°53' 57,315" E 99°54' 2,896" E 99°54' 9,489" E 99°53' 45,753" E 99°53' 42,350" E 99°54' 4,787" E
Sehati Pulo Padang	Village of Pulo Padang, Sub Regency of Rantau Utara, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°7' 35,412" N	99°50' 49,827" E
Satahi	Village of Tanjung Harapan, Sub Regency of Pangkatan, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°9' 19,174" N 2°10' 0,163" N 2°9' 40,498" N 2°10' 34,077" N 2°9' 18,038" N 2°8' 58,288" N	99°56' 38,451" E 99°56' 12,265" E 99°56' 19,185" E 99°57' 3,901" E 99°56' 12,950" E 99°7' 6,484" E
Mekar Jaya	Village of Tanjung Harapan, Sub Regency of Pangkatan, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°9' 20,648" N	99°56' 49,974" E
Tunas Mekar	Village of Tebing Linggahara, Sub Regency of Bilah Barat, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°6' 55,581" N 2°6' 57,569" N 2°6' 49,130" N 2°6' 19,597" N 2°7' 5,315" N 2°7' 3,847" N 2°6' 44,420" N 2°6' 53,263" N 2°5' 40,039" N 2°7' 3,309" N	99°54' 53,203" E 99°54' 56,622" E 99°55' 6,293" E 99°54' 58,525" E 99°54' 44,664" E 99°54' 47,554" E 99°54' 42,481" E 99°54' 49,589" E 99°54' 54,506" E 99°54' 49,742" E

		2°7' 0,723" N 2°6' 48,112" N 2°7' 2,292" N 2°6' 51,385" N	99°54' 54,359" E 99°54' 45,469" E 99°55' 0,962" E 99°55' 14,781" E
Tani Makmur	Village of Tanjung Harapan, Sub Regency of Pangkatan, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°8' 3,785" N 2°8' 9,403" N 2°8' 21,130" N 2°7' 40,557" N 2°8' 7,821" N 2°8' 16,815" N 2°8' 27,513" N 2°8' 18,193" N 2°8' 24,895" N 2°8' 19,004" N 2°8' 25,220" N 2°8' 26,350" N 2°8' 25,477" N 2°8' 39,683" N	99°55' 27,211" E 99°55' 57,299" E 99°55' 49,549" E 99°55' 24,568" E 99°55' 59,873" E 99°55' 53,412" E 99°56' 9,168" E 99°56' 4,492" E 99°55' 34,005" E 99°55' 47,869" E 99°56' 14,655" E 99°55' 36,872" E 99°55' 22,435" E 99°56' 3,244" E
Tani Jaya 1	Village of Tanjung Harapan, Sub Regency of Pangkatan, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°10' 7,228" N 2°9' 36,724" N 2°10' 11,025" N 2°9' 24,191" N 2°9' 25,092" N	99°58' 9,430" E 99°58' 6,848" E 99°58' 19,093" E 99°58' 43,186" E 99°58' 21,082" E
Tani Sejati	Village of Kampung Padang, Sub Regency of Pangkatan, Regency of Labuhanbatu, Province of Sumatera Utara	2°8' 16,705" N 2°8' 43,582" N 2°10' 53,140" N 2°9' 14,107" N 2°9' 15,746" N 2°11' 53,756" N 2°11' 40,886" N 2°7' 24,545" N 2°7' 21,330" N 2°8' 52,350" N 2°8' 52,235" N 2°8' 41,083" N 2°8' 58,488" N 2°8' 31,941" N 2°8' 6,677" N 2°9' 23,774" N 2°9' 34,247" N 2°8' 26,023" N 2°8' 35,220" N 2°8' 38,965" N 2°8' 24,704" N 2°8' 31,548" N 2°8' 38,331" N 2°9' 1,372" N 2°8' 26,393" N 2°12' 25,013" N	99°59' 14,616" E 99°58' 6,908" E 100°0' 3,172" E 99°58' 16,410" E 99°58' 18,307" E 100°5' 16,276" E 100°5' 13,987" E 99°59' 36,346" E 99°59' 37,003" E 99°58' 21,054" E 99°58' 37,127" E 99°58' 24,563" E 99°58' 5,220" E 99°58' 35,168" E 99°59' 29,937" E 99°58' 23,454" E 99°58' 15,435" E 99°58' 15,244" E 99°57' 51,294" E 99°57' 55,929" E 99°58' 50,063" E 99°58' 38,097" E 99°58' 32,574" E 100°3' 52,689" E 99°59' 5,352" E 100°3' 15,570" E
Mandiri Jaya	Village of Sumber Mulyo, Sub Regency of Marbau, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°13' 19,349" N 2°13' 4,601" N 2°13' 2,880" N 2°11' 47,565" N 2°19' 48,982" N	99°55' 18,436" E 99°54' 50,020" E 99°54' 52,456" E 99°52' 58,626" E 99°46' 30,891" E
Maju Lestari	Village of Tebing Linggahara Baru, Sub Regency of Bilah Barat, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°9' 45,102" N 2°9' 57,267" N 2°9' 46,967" N 2°10' 24,794" N 2°10' 15,163" N	99°55' 3,628" E 99°51' 48,161" E 99°54' 55,984" E 99°54' 32,944" E 99°54' 30,997" E

		2°10' 26,366" N 2°10' 17,449" N 2°10' 10,764" N 2°10' 21,857" N 2°9' 9,454" N 2°8' 51,722" N 2°9' 8,856" N 2°9' 4,908" N 2°9' 3,035" N	99°54' 37,537" E 99°54' 34,785" E 99°54' 37,093" E 99°54' 39,831" E 99°54' 10,971" E 99°54' 9,406" E 99°54' 30,055" E 99°54' 30,587" E 99°54' 8,875" E
Tanjung Sari	Village of Tebing Linggahara, Sub Regency of Bilah Barat, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°7' 5,797" N 2°7' 22,955" N 2°25' 24,098" N 2°7' 20,746" N 2°7' 15,278" N 2°6' 40,289" N 2°6' 38,686" N 2°6' 36,365" N 2°6' 32,880" N 2°6' 34,850" N 2°6' 13,737" N 2°6' 12,314" N 2°7' 19,441" N 2°6' 56,224" N 2°7' 8,067" N	99°55' 29,860" E 99°55' 34,263" E 100° 14' 7,570" E 99°56' 5,272" E 99°55' 24,130" E 99°56' 18,938" E 99°55' 16,474" E 99°55' 11,097" E 99°55' 32,387" E 99°55' 30,853" E 99°55' 27,396" E 99°55' 22,325" E 99°55' 33,679" E 99°55' 33,128" E 99°55' 19,483" E
Sumber Berkah Tani	Village of Tebing Linggahara, Sub Regency of Bilah Barat, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°5' 51,970" N 2°5' 53,444" N 2°6' 9,463" N 2°6' 6,695" N 2°6' 4,059" N 2°6' 5,756" N 2°6' 14,295" N 2°5' 45,739" N 2°5' 55,358" N 2°6' 2,300" N	99°54' 27,575" E 99°55' 19,203" E 99°55' 16,264" E 99°55' 16,586" E 99°55' 14,909" E 99°55' 2,239" E 99°55' 19,035" E 99°55' 24,605" E 99°55' 22,319" E 99°54' 22,422" E
Tani Maju	Village of Tanjung Harapan, Sub Regency of Pangkatan, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°8' 16,713" N 2°8' 19,421" N 2°8' 46,114" N 2°8' 57,039" N 2°8' 22,956" N 2°8' 35,153" N 2°8' 23,680" N 2°9' 59,828" N 2°9' 56,729" N 2°8' 35,739" N 2°8' 38,243" N 2°9' 40,030" N	99°56' 40,274" E 99°56' 37,163" E 99°56' 20,997" E 99°56' 24,792" E 99°56' 45,223" E 99°56' 28,887" E 99°54' 26,268" E 99°56' 17,597" E 99°56' 59,769" E 99°56' 48,192" E 99°56' 51,409" E 99°56' 1,208" E
Lestari Jaya	Village of Kampung Padang, Sub Regency of Pangkatan, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°6' 48,029" N 2°7' 8,642" N 2°8' 7,702" N	99°56' 24,157" E 99°55' 51,003" E 100°0' 0,831" E
Makmur Jaya	Village of Pulo Padang, Sub Regency of Rantau Utara, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°7' 20,875" N 2°7' 6,000" N 2°7' 33,166" N 2°7' 13,876" N 2°7' 19,168" N 2°7' 9,612" N 2°7' 40,544" N 2°7' 40,152" N 2°7' 33,202" N 2°7' 5,958" N	99°52' 34,440" E 99°52' 36,796" E 99°52' 15,886" E 99°52' 32,863" E 99°52' 31,383" E 99°52' 41,783" E 99°51' 58,263" E 99°52' 4,493" E 99°51' 56,411" E 99°52' 41,590" E

		2°7' 29,596" N 2°7' 14,626" N 2°7' 21,883" N 2°7' 23,739" N 2°7' 9,108" N	99°52' 17,213" E 99°52' 19,589" E 99°52' 9,065" E 99°52' 30,429" E 99°52' 32,705" E
Nusa Indah	Village of Pulo Padang, Sub Regency of Rantau Utara, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°8' 25,194" N 2°8' 25,470" N 2°8' 3,412" N 2°8' 35,214" N 2°9' 35,827" N 2°8' 6,292" N 2°7' 48,760" N 2°8' 12,137" N 2°8' 21,351" N 2°8' 3,729" N 2°7' 54,674" N 2°7' 51,379" N 2°8' 25,338" N	99°51' 28,794" E 99°51' 19,820" E 99°51' 42,491" E 99°51' 13,851" E 99°52' 27,014" E 99°51' 41,669" E 99°51' 54,987" E 99°51' 8,245" E 99°51' 24,081" E 99°51' 44,263" E 99°51' 23,609" E 99°51' 33,762" E 99°51' 48,763" E
Tunas Jaya Mandiri	Village of Pulo Padang, Sub Regency of Rantau Utara, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°10' 1,167" N 2°7' 59,613" N 2°7' 41,340" N 2°7' 57,518" N 2°7' 50,876" N 2°9' 58,979" N	99°54' 39,622" E 99°51' 48,828" E 99°51' 50,636" E 99°51' 48,068" E 99°51' 50,859" E 99°54' 42,951" E
Tani Raya	Village of Tebing Linggahara Baru, Sub Regency of Bilah Barat, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°10' 36,631" N 2°10' 36,882" N 2°8' 14,339" N 2°7' 41,912" N 2°8' 27,477" N 2°8' 33,902" N 2°11' 40,554" N 2°11' 32,859" N 2°11' 43,789" N 2°8' 13,692" N 2°8' 15,556" N 2°8' 26,147" N 2°8' 16,515" N 2°8' 9,646" N 2°7' 50,905" N	99°52' 7,147" E 99°51' 58,035" E 99°52' 59,005" E 99°53' 0,841" E 99°52' 9,741" E 99°55' 9,766" E 99°55' 24,804" E 99°55' 24,972" E 99°55' 27,029" E 99°52' 52,213" E 99°53' 6,651" E 99°53' 49,063" E 99°53' 42,633" E 99°53' 23,770" E 99°53' 30,760" E
Berdikari	Village of Tanjung Harapan, Sub Regency of Pangkatan, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°8' 59,086" N 2°8' 46,867" N 2°8' 51,988" N 2°8' 43,514" N 2°8' 20,305" N 2°9' 0,916" N 2°8' 6,887" N 2°8' 21,199" N 2°8' 12,960" N 2°7' 41,668" N 2°7' 46,575" N 2°8' 57,020" N 2°8' 36,390" N 2°8' 59,693" N 2°8' 51,826" N	99°57' 56,735" E 99°57' 58,005" E 99°57' 47,983" E 99°57' 39,754" E 99°57' 44,271" E 99°57' 16,151" E 99°56' 32,456" E 99°56' 10,731" E 99°55' 50,070" E 99°56' 13,502" E 99°56' 24,944" E 99°56' 29,662" E 99°56' 32,658" E 99°56' 23,444" E 99°56' 18,048" E

Harapan Makmur	Village of Tanjung Harapan, Sub Regency of Pangkajene, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°7' 34,034" N 2°8' 36,761" N 2°8' 43,424" N 2°8' 45,841" N 2°8' 33,024" N 2°8' 4,829" N 2°8' 30,784" N 2°7' 58,975" N 2°7' 54,363" N	99°52' 50,127" E 99°56' 3,583" E 99°56' 28,071" E 99°57' 33,031" E 99°56' 26,120" E 99°56' 14,097" E 99°56' 30,496" E 99°56' 16,132" E 99°56' 27,297" E
Parlisan Tani	Village of Tebing Linggahara, Sub Regency of Rantau Selatan, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°7' 46,383" N 2°7' 47,658" N 2°8' 25,423" N 2°7' 52,640" N 2°7' 52,525" N 2°7' 52,170" N 2°7' 48,359" N 2°7' 58,087" N	99°54' 58,531" E 99°55' 0,996" E 99°55' 11,168" E 99°55' 10,106" E 99°55' 0,498" E 99°55' 8,079" E 99°50' 52,324" E 99°55' 14,172" E
Tani Maju 2	Village of Sumber Mulyo, Sub Regency of Marbau, Regency of Labuhanbatu Utara, Province of Sumatera Utara, Indonesia	2°12' 14,229" N 2°12' 28,591" N 2°11' 40,752" N 2°12' 21,611" N 2°12' 16,287" N 2°12' 17,398" N 2°12' 17,712" N 2°12' 14,833" N 2°11' 54,967" N 2°12' 2,186" N 2°12' 16,136" N 2°12' 15,714" N 2°12' 34,010" N 2°12' 19,105" N 2°12' 24,325" N	99°54' 42,702" E 99°54' 37,057" E 99°55' 48,930" E 99°54' 40,795" E 99°54' 40,979" E 99°54' 13,801" E 99°54' 32,588" E 99°55' 29,721" E 99°55' 23,843" E 99°55' 24,368" E 99°54' 9,194" E 99°56' 5,916" E 99°55' 3,467" E 99°54' 17,479" E 99°55' 16,333" E
Suka Tani	Village of Sumber Mulyo, Sub Regency of Marbau, Regency of Labuhanbatu Utara, Province of Sumatera Utara, Indonesia	2°12' 9,137" N 2°12' 37,714" N 2°12' 37,149" N 2°11' 24,436" N 2°11' 42,775" N 2°12' 25,808" N 2°12' 34,522" N 2°11' 57,212" N 2°11' 47,282" N 2°15' 17,454" N 2°15' 23,938" N 2°11' 53,335" N 2°11' 48,107" N 2°11' 53,357" N 2°12' 42,715" N 2°12' 34,616" N 2°11' 59,375" N 2°12' 1,788" N 2°12' 37,462" N 2°12' 4,139" N 2°12' 1,183" N 2°12' 6,000" N 2°12' 33,769" N 2°12' 12,447" N 2°12' 31,474" N 2°12' 18,713" N 2°11' 56,372" N	99°55' 33,493" E 99°55' 7,609" E 99°55' 26,869" E 99°54' 57,169" E 99°54' 58,348" E 99°54' 24,555" E 99°54' 45,417" E 99°56' 23,517" E 99°56' 20,818" E 99°54' 21,600" E 99°54' 24,493" E 99°55' 17,452" E 99°55' 11,629" E 99°54' 33,779" E 99°55' 38,441" E 99°54' 58,027" E 99°54' 9,949" E 99°54' 8,956" E 99°54' 28,296" E 99°55' 26,669" E 99°55' 15,778" E 99°55' 12,739" E 99°55' 37,406" E 99°55' 28,927" E 99°54' 41,640" E 99°54' 47,871" E 99°54' 20,610" E

Tenar Tani	Village of Tebing Linggahara Baru, Sub Regency of Bilah Barat, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°7' 38,700" N	99°54' 32,716" E
Tani Bersama	Village of Pulo Padang, Sub Regency of Rantau Utara, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°9' 49,271" N 2°9' 56,768" N	99°51' 46,302" E 99°51' 56,676" E
Sumber Tani	Village of Pulo Padang, Sub Regency of Rantau Utara, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°11' 42,534" N 2°11' 47,468" N	99°52' 29,436" E 99°52' 20,828" E
Sukses bersama	Village of Pulo Padang, Sub Regency of Rantau Utara, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°7' 14,846" N 2°6' 56,510" N 2°4' 4,791" N 2°7' 17,775" N	99°50' 40,947" E 99°50' 29,899" E 99°44' 30,598" E 99°52' 15,101" E
Berkat Sabar Tani	Village of Tebing Linggahara Baru, Sub Regency of Bilah Barat, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°8' 15,395" N 2°8' 22,879" N 2°8' 11,238" N 2°14' 17,996" N	99°52' 40,053" E 99°52' 49,302" E 99°53' 23,807" E 99°55' 55,221" E
Jati Langgeng	Village of Lingga Tiga, Sub Regency of Bilah Hulu, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°0' 5,517" N 2°0' 16,748" N 2°1' 34,980" N 2°1' 12,372" N 2°3' 46,357" N 2°3' 53,275" N 1°59' 2,565" N 1°59' 11,925" N 1°59' 20,365" N 1°59' 25,205" N 2°1' 11,658" N 2°1' 14,453" N 2°1' 1,232" N 2°0' 31,563" N 2°1' 0,589" N 2°0' 25,774" N 2°1' 19,127" N	99°52' 3,688" E 99°51' 55,707" E 99°52' 9,184" E 99°52' 13,010" E 99°40' 44,471" E 99°40' 47,785" E 99°53' 48,660" E 99°53' 35,596" E 99°53' 26,570" E 99°53' 25,478" E 99°52' 17,812" E 99°52' 18,075" E 99°52' 18,773" E 99°52' 46,244" E 99°52' 35,139" E 99°52' 39,915" E 99°51' 55,533" E
Tani Anggrek	Village of Tebing Linggahara Baru, Sub Regency of Bilah Barat, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°11' 27,291" N 2°11' 25,168" N 2°8' 45,346" N 2°8' 16,933" N	99°53' 53,140" E 99°53' 50,093" E 99°52' 35,997" E 99°54' 5,714" E
Saudara Tani	Village of Pulo Padang, Sub Regency of Rantau Utara Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°9' 16,027" N 2°9' 13,957" N 2°9' 15,441" N 2°9' 17,171" N 2°12' 8,836" N	99°52' 46,070" E 99°52' 46,640" E 99°52' 50,589" E 99°52' 45,813" E 99°54' 42,727" E
Sari Asih	Village of Kampung Baru, Sub Regency of Bilah Barat, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°8' 53,743" N 2°4' 25,801" N 2°9' 3,147" N 2°9' 35,205" N 2°9' 16,790" N 2°4' 37,467" N	99°48' 27,669" E 99°45' 18,627" E 99°48' 20,083" E 99°50' 4,319" E 99°48' 40,296" E 99°44' 38,097" E
Lestari Jaya	Village of Kampung Padang, Sub Regency of Pangkatan, Regency of Labuhanbatu, Province of Sumatera Utara, Indonesia	2°8' 52,210" N	100°0' 14,851" E
1.5	Description of Area Statement		
1.5.1	Tenure		
	• State	- Ha	

	• Community	685.4 Ha					
1.5.2	Area Statement						
	• Total area	685.4 Ha					
	• Mature area	664.46 Ha					
	• Immature area	20.94 Ha					
1.6	Planting Year and Cycles						
1.6.1	Age profile of planting year						
	<table> <tr> <th rowspan="2">Planting Year</th><th colspan="2">Hectares (Ha)</th></tr> <tr> <th>Asosiasi Pekebun Swadaya Kelapa Sawit Labuhanbatu</th><th>Total</th></tr> </table>		Planting Year	Hectares (Ha)		Asosiasi Pekebun Swadaya Kelapa Sawit Labuhanbatu	Total
Planting Year	Hectares (Ha)						
	Asosiasi Pekebun Swadaya Kelapa Sawit Labuhanbatu	Total					
	1983	4.94					
	1985	5.93					
	1987	1.50					
	1989	1.63					
	1990	9.35					
	1991	9.19					
	1992	10.48					
	1993	22.31					
	1994	5.84					
	1995	17.51					
	1996	34.14					
	1997	21.44					
	1998	41.72					
	1999	29.47					
	2000	80.27					
	2001	91.20					
	2002	15.79					
	2003	35.76					
	2004	40.71					
	2005	11.66					
	2006	41.56					
	2007	6.89					
	2008	20.60					
	2009	22.94					
	2010	35.50					
	2011	18.17					
	2012	15.76					

	2013	8.54	8.54				
	2014	3.66	3.66				
	Total Mature Area	664.46	664.46				
	2015	2.54	2.54				
	2016	9.87	9.87				
	2017	2.35	2.35				
	2018	3.95	3.95				
	2019	2.23	2.23				
	Total Immature Area	20.94	20.94				
	TOTAL	685.4	685.4				
	1.6.2	New Planting area after January 2010	- Ha				
1.6.3	Planting Cycle	2 nd Cycle					
1.7	Description of Certification Scope						
	Name of Smallholders Organisation	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)	Supplied to Mill	
						FFB (tonnes/year)	%
	APSKSL	685.4	685.4	6,317.10	9.22	6,317.10	100
	TOTAL	685.4	685.4	6,317.10	9.22	6,317.10	100
<i>*Production data source from Jan 2019 – July 2019</i> <i>Note: the FFB from APSKSL are delivered to PT Siringo ringo (MM Group) through sub-agents / agents.</i>							
1.8	Tonnage of Product						
1.8.1	Past Annual Claim Certified Product		Previous Certificate Claim to (tonnes/year)		Actual certified product to (tonnes/year)		
	• FFB Production		Will be verify on ASA-1		Will be verify on ASA-1		
1.8.2	Product selling						
	Tonnage of selling product		Period of actual selling product				
	• 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		-				
	Will be verify on ASA-1						
1.8.3	Estimate of Certified FFB Claim						
	Name of Smallholders			Total Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)	
	Amran Situmorang			0.89	16	18.31	
	Berto Manullang			0.67	12	18.31	
	Hanawana Sitompul			0.50	9	18.31	
	Heddi Br. Munthe			4.84	70	18.31	

Hotmatio Br. Simbolon	1.99	36	18.31
Marintan Br.Sihite	0.87	16	18.31
Minton Naibaho	0.86	16	18.31
Ristani Br. Pasaribu	6.50	107	18.31
Jendato Nainggolan	3.33	61	18.31
Binsar Manullang	3.86	62	18.31
Delfrida Br. Marbun	0.42	8	18.31
Anto Parlindungan Ritonga	0.81	15	18.31
Erpin Ependi	1.17	21	18.31
Abdul Muin Rambe	1.28	23	18.31
Anton S. Sidabutar	2.80	64	18.31
Jadiman Limbong	4.82	88	18.31
Bisker Sinaga	0.85	18	18.31
Antonius Tonga Maniur	0.77	14	18.31
Bione Alfonsus Sidabutar	7.05	129	18.31
Sukadi	0.46	9	18.31
Oeli Hidayat	1.84	45	18.31
Timbul Siregar	1.01	18	18.31
Ngatio	0.83	15	18.31
Selamat	0.33	3	18.31
Sumando Silaen	7.11	130	18.31
Hidir Rambe	1.31	24	18.31
Irwanto	2.30	42	18.31
Jubaidah Nasution	0.61	11	18.31
Mardi	0.38	9	18.31
MHD. Yusup NST	0.97	10	18.31
Ramli	0.20	4	18.31
Siti Anni Nasution	0.96	18	18.31
Sugeng	2.12	37	18.31
Sukimin	1.31	18	18.31
Suriadi	2.25	37	18.31
Sutarni	8.14	149	18.31
Tagore Siregar	1.04	18	18.31
Wagimin Adi Mahadi	3.42	64	18.31
Jarno	1.21	23	18.31
Jumadi	0.39	7	18.31
Tuslim	0.66	12	18.31
Misnan	0.61	11	18.31
Mujianto	0.56	7	18.31
Juandi	1.50	25	18.31
Damin	2.49	44	18.31
Lasimun	0.09	2	18.31
Mahmud	0.56	14	18.31
Muhammad Soleh	0.21	5	18.31
Ramlan	0.23	4	18.31
Sadin	0.78	15	18.31
Saputra	0.50	9	18.31
Sukono	1.08	36	18.31
Tego Sariyanto	0.87	16	18.31
Darma Setiadi	0.46	9	18.31
Siamturi	0.54	10	18.31

Siddik	1.39	25	18.31
Ardo Tanjung	1.73	32	18.31
Pardomuan Dongoran	0.90	16	18.31
Herman Dongoran	1.62	30	18.31
Salmiah Daulay	5.42	99	18.31
Mulia Ritonga	0.91	17	18.31
Jumahad Dalimunthe	2.13	39	18.31
Suhartono	1.93	37	18.31
Pangihutan Ritonga	0.91	17	18.31
Tianggur Br Regar	1.03	19	18.31
Rosip Harahap	0.99	18	18.31
Irma Suriani Br Tamba	2.14	39	18.31
Legimin	4.75	110	18.31
Hamdan	1.83	48	18.31
Zulkifli	1.11	20	18.31
Suparmin	3.10	159	18.31
Andin Muchtar	3.46	75	18.31
M. Jali	0.32	6	18.31
Wandi S	0.55	10	18.31
Fadly Syafrial	1.01	18	18.31
Tampil S Silitonga	0.96	29	18.31
Wagimin	0.26	4	18.31
Suharto	1.49	27	18.31
Sudiono	0.46	8	18.31
Misnan	0.95	16	18.31
Safii	0.93	17	18.31
Sukidi	0.56	10	18.31
Ramlan	0.93	17	18.31
Suryadi	0.76	14	18.31
Suryanto	2.29	42	18.31
Selamat	0.20	4	18.31
Edi Syaputra	0.21	4	18.31
Maksum Tanjung	1.89	34	18.31
M Ishak Hsb	0.35	6	18.31
Hamdan	1.07	19	18.31
Jurmiah Tanjung	0.40	7	18.31
Horas Harahap	0.41	8	18.31
M Yakup Hasibuan	3.39	62	18.31
Marwan Harahap	1.43	26	18.31
Megawati Daulay	0.76	14	18.31
Juwita Ritonga	0.45	8	18.31
Jansen Rambe	0.55	10	18.31
Ali Saman Tanjung	1.29	24	18.31
Kadriah	0.40	7	18.31
Siti Ramsanah Lubis	8.79	150	18.31
Parluhutan Tanjung	4.95	84	18.31
Darmin Siregar	2.04	37	18.31
Muhammad Irfan Siregar	2.70	49	18.31
Sahat Parulian Ritonga	3.88	71	18.31
Damson Siregar	1.23	23	18.31
Rasikin	2.54	45	18.31
Suraji	1.55	27	18.31

Paidi	0.65	12	18.31
Sutiyok	0.44	8	18.31
Sukiman	1.63	30	18.31
Sutaryo	0.36	10	18.31
Wagiman	1.55	24	18.31
Damlan Daulay	2.45	39	18.31
Maman	0.16	3	18.31
Wagimun	3.13	57	18.31
Legino	2.73	56	18.31
Tasam	1.01	27	18.31
Abbas Ritonga	1.09	20	18.31
Hartono	1.63	18	18.31
Rebin	3.04	55	18.31
Ribut	3.83	82	18.31
Supriadi j	0.83	15	18.31
Toha	2.63	49	18.31
Surino	0.88	17	18.31
Wagino	5.39	97	18.31
Suryanto	0.82	16	18.31
Suardi	9.33	163	18.31
Warseh	0.08	1	18.31
Rita Magdalena Ginting	0.54	10	18.31
Sri Rahayu	4.42	81	18.31
Jamiyah	2.19	40	18.31
Suliana	0.15	3	18.31
Rizkiani	0.29	5	18.31
Supartinah	2.29	36	18.31
Syakban Pane	0.94	17	18.31
Rahmat Sinaga	1.93	35	18.31
Tuani Tanjung	2.01	37	18.31
Solehuddin Hasibuan	0.30	5	18.31
Sopriadi Sebayang	4.75	87	18.31
Adi Kurdianto	0.83	15	18.31
Irwansyah	2.17	40	18.31
Suryono	1.01	18	18.31
Boiman	0.66	28	18.31
Jumino	0.54	10	18.31
Jumiadi	0.91	21	18.31
Ponirin	1.35	25	18.31
Rebo	1.78	43	18.31
Rimin Harjoyo	1.92	35	18.31
Sugiat	1.55	28	18.31
Suminto	0.39	7	18.31
Waridi	1.19	22	18.31
Ramlan Sagita	1.62	30	18.31
Julianto	0.91	27	18.31
Sumedi	0.88	16	18.31
Samsul Harahap	1.25	18	18.31
Rohima	0.57	10	18.31
Amir Hamzah Siregar	0.37	7	18.31
Azhari Hasibuan	0.19	3	18.31
Zainal Abidin Siregar	0.43	8	18.31

Abdul Fajar Hasibuan	0.64	12	18.31
Siti Mardiana Dalimunthe	0.12	2	18.31
Jonni Sirait	0.96	18	18.31
Tiarba Ritonga	1.47	27	18.31
Rahmad Harahap	0.11	2	18.31
Parmonangan Dalimunte	0.65	12	18.31
Burhanuddin Dongoran	1.80	33	18.31
Hary Ferdiansyah	1.90	35	18.31
Herkules Sinaga	0.87	16	18.31
Sampe Tua Lumban Gaol	2.98	55	18.31
Mangohot Sianipar	1.25	23	18.31
Josepen Julianus Nainggolan	4.36	37	18.31
Tumbur Parluhutan Hutajulu	1.15	22	18.31
Jaebat Simbolon	1.99	35	18.31
Rolestoni Sugianto	0.82	15	18.31
Karmin	1.70	31	18.31
Kamil Harahap	0.31	6	18.31
Yuswadi	0.82	15	18.31
Achmad Sardi	2.00	37	18.31
Trismanto	0.69	13	18.31
Sahrul	0.68	12	18.31
Darno	0.78	18	18.31
Mujiono	0.35	6	18.31
Suwantak	0.94	17	18.31
Sutarjo	0.97	17	18.31
Suwarso	0.35	6	18.31
Sulasto	1.55	28	18.31
Sarino	0.61	11	18.31
Mukini	0.24	4	18.31
Supriyanto	2.59	51	18.31
Tukino	0.86	11	18.31
Wasino	0.66	12	18.31
Wares	0.75	15	18.31
Sunardi	2.17	40	18.31
Juriadi	0.36	7	18.31
Sunasib	0.57	9	18.31
Sugino	0.28	5	18.31
Ade Putra	0.70	13	18.31
Dugel	1.36	25	18.31
Hasanul Arifin	1.79	33	18.31
Ikhsan Rambe	3.62	75	18.31
Samin	1.04	19	18.31
Coklan Harahap	4.16	85	18.31
Ihsanuddin Hasibuan	1.68	48	18.31
Hafizurrahman Hasibuan	1.67	31	18.31
Darsono	0.60	10	18.31
Daud	1.01	20	18.31
Jamaluddin	1.52	28	18.31
Syabuddin	1.03	19	18.31
Maslan	2.06	38	18.31
Syahril Ramadhan	0.54	11	18.31
Dahrial Rusli Pohan	1.49	27	18.31

Rakimin	1.28	23	18.31
Delhi Munthe	0.67	12	18.31
Muhammad Syahdaud	1.26	23	18.31
M Hanafiah	2.70	49	18.31
Muhammad Yunus	0.97	18	18.31
Ahmad Dawam Ritonga	2.06	37	18.31
Zulfan	0.41	8	18.31
Hasan Basri	5.33	98	18.31
Kasruliardi Darma	0.86	16	18.31
M Khoiruddin Munthe	1.41	26	18.31
Ali Halim Munthe	1.32	24	18.31
Istamat	0.62	11	18.31
Ngadiono	0.62	11	18.31
Rikun	0.94	17	18.31
Rusli	2.23	36	18.31
Yehezkiel Ginting	1.83	36	18.31
Simon Simbolon	2.18	40	18.31
Landen Simbolon	8.83	145	18.31
Sukiran	2.40	30	18.31
Muhammad Rosib	2.20	40	18.31
Sakaria Ginting	7.17	136	18.31
Hengki Formansyah Sianipar	3.04	55	18.31
Sulimin	4.20	17	18.31
Sopiyanto	0.89	16	18.31
Ropiuddin	1.18	22	18.31
Supono	1.60	29	18.31
Isnen	1.48	27	18.31
Sudarman	2.11	39	18.31
Sagito	1.18	22	18.31
Lis Arifin	0.54	10	18.31
Juarman	0.63	12	18.31
Kosim Nasution	2.04	37	18.31
Darpin	1.07	20	18.31
Sumaryono	0.66	12	18.31
Adisam	0.50	9	18.31
Suwito	1.33	24	18.31
Sagino	1.02	19	18.31
Suroto	0.94	17	18.31
Salimin	1.73	32	18.31
Wasito	2.77	51	18.31
Tugiran	1.66	30	18.31
Supian	2.39	44	18.31
Tasem	0.68	12	18.31
Syahrianto	2.36	43	18.31
Wagiman	1.90	35	18.31
Siswanto	0.50	9	18.31
Muhammad Yasin Hasibuan	0.84	15	18.31
Sukiman	1.38	27	18.31
Samsul Silitonga	0.79	14	18.31
Hendro Hutabarat	2.02	37	18.31
Malati	1.29	25	18.31
Mansyur Rambe	0.97	18	18.31

Poniran	0.38	7	18.31
Supriadi	1.10	20	18.31
Damri Tambak	4.49	75	18.31
Awaluddin Siregar	1.02	13	18.31
Bangkit Rambe	1.68	31	18.31
Salamat Tambak	0.60	11	18.31
Asli Hanapi Tambak	1.54	16	18.31
Soleman	2.49	46	18.31
Saifuddin	5.39	99	18.31
Saipul Anwar Hasibuan	0.87	16	18.31
Romas Siregar	0.48	9	18.31
M Yusuf Lubis	4.67	86	18.31
M Razoki Lubis	0.53	10	18.31
Epita Lubis	1.59	29	18.31
Anang Kiswanto	1.48	27	18.31
Arwan Riadi	1.20	22	18.31
Basaniah	0.46	8	18.31
Dedy Halomoan Rambe	1.30	24	18.31
Germanto	2.37	43	18.31
Ismail Fahmi Nasution	0.20	4	18.31
Kasmin	1.12	21	18.31
Mhd Syamuri Al Sanusi	2.23	37	18.31
Syamsul Bahri Siregar	6.45	118	18.31
Ummi Kalsum	1.21	22	18.31
Zulfan Efendi Rambe	2.57	47	18.31
Julyanti Rambe	2.36	43	18.31
Ernawati	1.75	28	18.31
Isede Syahroi Rambe	0.21	4	18.31
Lasmi	1.13	21	18.31
Waridi S	1.10	1	18.31
Ngadinah	2.29	37	18.31
Jumintri	1.60	28	18.31
Lagut Pane	9.20	168	18.31
Bokar Hasibuan	0.45	7	18.31
Lukman Pane	0.94	17	18.31
Pangarahan Hasibuan	5.02	94	18.31
Patimah Ritonga	7.75	142	18.31
Usup Pane	4.05	74	18.31
Normi Rambe	1.01	18	18.31
Nurliana Ritonga	2.17	36	18.31
Muhammad Darwin	0.36	7	18.31
Bahsan Pohan	10.79	198	18.31
Mukodas	1.20	22	18.31
Sulpian	0.49	8	18.31
Suyono	2.10	14	18.31
Sakimin	0.78	38	18.31
Tarmin	1.16	21	18.31
Wagimin/waras	1.97	36	18.31
Nyono	2.10	38	18.31
Jumini	1.99	22	18.31
Supangat	0.49	9	18.31
Suroso	1.16	21	18.31

Sugianto	0.88	18	18.31
Sukirno	0.74	16	18.31
Dahrianto	1.67	31	18.31
Ponidin	0.50	5	18.31
Suroto	1.33	23	18.31
Tarihut Syarifuddin Siregar	0.92	17	18.31
Zulhaidir Harahap	1.82	33	18.31
Rustam Ritonga	2.17	42	18.31
Abdul Rajab Ritonga	1.36	28	18.31
Maruli Ritonga	0.43	8	18.31
Hasim Siregar	3.45	63	18.31
Sapei	0.45	8	18.31
Darsito	2.60	48	18.31
Sujud	1.10	45	18.31
Sutardi	2.01	36	18.31
Basari	9.23	187	18.31
Nasirun	1.39	27	18.31
Sukiran	0.14	3	18.31
Suhadi	0.92	17	18.31
Ariadi	1.25	30	18.31
Marjuki	14.02	265	18.31
Misno	1.89	29	18.31
Mukino	1.36	22	18.31
Paeran	1.76	127	18.31
Samidi	4.72	93	18.31
Sugiono	2.33	50	18.31
Sukamto	3.45	47	18.31
Sutar	1.01	18	18.31
Sumiran	2.30	42	18.31
Suyono	2.61	36	18.31
Sudarno	6.52	107	18.31
Supino	0.84	40	18.31
Kamis Siregar	0.73	13	18.31
Raja Ahmad Alinapiah Hasibuan	0.65	4	18.31
Muhammad Darwis Hasibuan	0.87	17	18.31
Hasan Pohan	1.00	18	18.31
Muhammad Rasli	0.85	17	18.31
Ramli	0.93	12	18.31
Wagiren	1.68	55	18.31
Sangka Harahap	2.72	48	18.31
Masitoh Ritonga	2.33	40	18.31
Maslinah Rambe	0.14	6	18.31
Jaleha Siregar	2.72	57	18.31
Suparmin	2.55	33	18.31
Wagiermadianto	0.25	6	18.31
Jumingan	1.64	27	18.31
Paimin	2.83	52	18.31
Suyono	9.98	183	18.31
Riwanto	2.09	38	18.31
Supari	1.40	25	18.31
Jumino	0.58	11	18.31
Suyanto	3.01	55	18.31

Suroso	1.25	23	18.31
Haulian Rambe	1.00	18	18.31
Muhiddin Rambe	1.84	34	18.31
Abdul Aziz Ritonga	2.07	37	18.31
Burhanuddin Ritonga	3.08	37	18.31
Baharuddin Ritonga	0.58	11	18.31
Tina Esah Harahap	0.53	10	18.31
Akhiruddin Ritonga	1.58	29	18.31
Masni Hasibuan	2.13	39	18.31
Zainul Arifin	1.76	32	18.31
Asno	0.41	7	18.31
Misran	1.17	21	18.31
Ngadirin	0.44	8	18.31
Sabar	2.03	37	18.31
Saiman	0.51	9	18.31
Supandi	0.31	64	18.31
Sri Widodo	1.02	13	18.31
Supari	0.32	6	18.31
Edi Iswanto	1.04	35	18.31
TOTAL	685.4	12,544	18.31

* Projected FFB production for 04 October 2019 to 03 October 2020

1.8.4 Estimate of Certified Palm Product Claim

FFB Processed (tonnes/year)	CSPO		CSPKO		CSPKE	
	Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)
12,544	2,509	20	282	2.25	345	2.75

*Projected CSPO and CSPK production 04 October 2019 to 03 October 2020

1.9 Other Certifications

Others

-

2.0	ASSESSMENT PROCESS
2.1	Assessment Team
IC	<p>1. Sandra Purba (Lead Auditor). Graduated from Forestry Faculty Bachelor Degree, majored in Forest Product Technology. Have experience working in industrial forest company, mining and oil palm plantations company for 6 (six) years as EHS and Sustainability Assistant. Has been certified as General OHS Expert, attend and passed the several trainings of management system (OHS, environment and quality management), has been attend the training of waste management, GHG vericator and validator training, and conflict resolution and mapping training. Have been successfully passed the Indonesian Sustainable Palm Oil (ISPO) Lead Auditor training course, RSPO lead auditor training course and auditor of RSPO Next, SCCS LAT and SA8000. Involve in many audit activities of similar scheme (ISPO and MSPO) since April 2013 covering the Legal Aspect, Environmental aspect, Social Aspect, Health and Safety Aspect, conservation and Worker Welfare. On this audit, she assigned to verify legal aspect, land dispute, complaint mechanism, HCV, GHG</p> <p>2. Rizliani Aprianita Hsb (Auditor). Indonesian Citizen. Bachelor and Magister of Agribusiness, Faculty of Agriculture. She had followed training such as RSPO Lead Auditor Training, SCCS training, lead Auditor ISO 9001:2008, ISO 14001:2004, ISPO Auditor training and followed several IHT related to environment, BMP etc. She has been involved in several audit activities related to sustainable palm oil certification since 2015 covering social aspect, health and safety aspect, worker welfare and waste management aspect. During the assessment she assigned to verified hazardous waste management and worker welfare.</p> <p>3. Briyogi Shadiwa (Auditor). Indonesian citizens. Diploma 3 of Oil Palm Plantation. He has 7 years working experience since 2009 as Agronomy Assistant and Agronomy Quality Control in several private oil palm plantation companies in Indonesia. The training has been followed include: ISPO Auditor Training by LPP, RSPO Lead Auditor Course by Checkmark Training, Lead auditor ISO 9001: 2015, Awareness SMK3, Lead Auditor ISO 14001: 2015, Awareness OHSAS 18001: 2007, Awareness SA 8000 and OHS Expert. During this audit, he assigned to verify Transparency, communication procedure, OHS and best management practice.</p>
2.2	Assessment Methodology, Assessment Process and Locations of Assessment
2.2.1	Figure of person days to implement assessment
IC	<p>Number of auditors : 3 auditors</p> <p>Number of days for IC at site : 5 days</p> <p>Number of working days for IC at site :15 Working days</p>
2.2.2	Assessment Process
IC	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the Asosiasi Pekebun Swadaya Kelapa Sawit Labuhanbatu to the requirements of RSPO Management System Requirements and Guidance for Group Certification of FFB Production, March 2016 Revised Version as endorsed by the Board of Governors on 8th March 2018.</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. Some opportunities for improvement of the results Stage-2 delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase (ASA-1).</p> <p>Improvement of findings from main assesment findings were observed by auditors at this Stage-2 assessment. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of Stage-2.</p> <p>The assessment program please find Appendix 2</p>
2.2.3	Locations of Assessment
IC	<p>The sampling location consider the issue arose from the review documents and stakeholder's consultation that are fundamental and crucial. On this assessment sample locations that visited and respondent that interviewed by team auditor are:</p>

	<ol style="list-style-type: none"> 6 Members of Sumber Mulyo Village. Field Observation and interview related to association procedures (Agronomy, Labor and Environment aspect). 3 Members of TB Linggahara Village. Field Observation and interview related to association procedures (Agronomy, Labor and Environment aspect). 7 Members of Tanjung Harapan Village. Field Observation and interview related to association procedures (Agronomy, Labor and Environment aspect). 6 Members of Pulo Padang Village. Field Observation and interview related to association procedures (Agronomy, Labor and Environment aspect). <p>Stakeholder consultation:</p> <ul style="list-style-type: none"> • Environment Agency of Labuhanbatu Utara Regency. • Plantation Agency of Labuhanbatu Utara Regency. • Plantation Agency of Labuhanbatu Regency • Environment Agency of Labuhanbatu Regency. • Head of <i>Kelurahan</i> Pulo Padang • Head of Tebing Linggahara Baru Village • Head of Tebing Linggahara Lama Village <p>Interview with workers during the audit of IC (detailed in annex 1).</p>
2.3	Stakeholder Consultation and Stakeholders Contacted
2.3.1	Summary of stakeholder consultation process.
IC	<p>Summary of stakeholder consultation process</p> <p>Consultation of stakeholders for Asosiasi Pekebun Swadaya Kelapa Sawit Labuhanbatu was held by:</p> <ul style="list-style-type: none"> • Public Announcement at Mutuagung website www.mutucertification.com and www.rspo.org on June 2019. • Consultation with Government Agency and Communities (Village) on August 6th, 2019. • Consultation with NGO (Sawit Watch, WALHI and WWF Indonesia) on August 1st, 2019
2.3.2	Stakeholder contacted
	<i>Please find appendix 1</i>
2.4	Determining Next Assessment
	The next visit (ASA-1) will be determined after certificate issued.

3.0. ASSESSMENT FINDINGS

3.1. Summary of Assessment Report of the RSPO Certification

MUTUAGUNG LESTARI has conducted an assessment of Asosiasi Pekebun Swadaya Kelapa Sawit Labuhanbatu consist of 386 smallholders.

During the assessment, there were two (2) Nonconformities were assigned against Major Compliance Indicators; two (2) nonconformities were assigned against Minor Compliance Indicators and four (4) 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 actions that had been reviewed and accepted by Auditors in form of documentation evidences. Those corrective actions taken that consist of two (2) Major non-conformities and two (2) Minor non-conformities had been closed out shall be verified during next assessment.

MUTUAGUNG LESTARI found that Asosiasi Pekebun Swadaya Kelapa Sawit Labuhanbatu complied with the requirements on RSPO Management System Requirements and Guidance for Group Certification of FFB Production Revised Version as endorsed by the Board of Governors on 8th March 2018.

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

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		
<p>E1.1.1, E1.1.3</p> <p>The Asosiasi Pekebun Swadaya Kelapa Sawit Labuhanbatu (APSKSL) already has a legal entity document, namely, deed of association no. 452 dated February 28, 2018 by a notary on behalf of Elviana Sagala SH, Mkn (Decree of the Minister of Law and Human Rights RI no. AHU-681.AH-02.01. 2013 on 18 October 2013).</p> <p>The deed was ratified by the Indonesian Minister of Law and Human Rights no. : AHU-0002692.AH.01.07 in 2018 concerning the ratification of the establishment of the legal body of the independent palm oil planters in Labuhanbatu, dated March 1, 2018. The organizational structure of the association consisting of the chairman (group manager: Sakaria Ginting), the deputy chairman, the oversight body, the secretary, the treasurer, the technical management in each village, the document controller in each village, internal audit, and marketing advisors.</p> <p>The socialization of the organizational structure and the duties and responsibilities to all members, including the SOP, RSPO and association policies. The socialization was held on 31 Jan 2019, attended by all members. Interviews with sampling members (22 farmers) stated that they already knew the composition of the management of the association such as GM, secretary and treasurer as well as their respective farmer group leaders.</p> <p>APSKSL has been registered as a member of RSPO with membership number: 1-0273-19-000-00 from 18 June 2019 to 17 May 2021 with the type of ordinary membership (oil palm growers).</p> <p>The appointment letter of group manager can be shown no. : SK / 014 / APSKS-LB / I / 2019 dated 9 Jan 2019 on behalf of Sakaria Ginting, appointment based on the results of deliberations by association members.</p> <p>E1.1.2</p> <p>The APSKSL can show proof of official registration of all members in the form of membership forms and membership</p>		

cards for as many as 386 members. For example: Form no. 131 on behalf of Ribut, member number: 131 (membership card), join date September 18, 2018.

All members and Group Managers have signed agreements and letters of willingness to take part in RSPO certification. All documents are kept in the APSKSL office, in accordance with SOP No.: SOP / APSKSLB / 026 dated January 9, 2019, retention of all documents is 5 years.

Status: Comply

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

E1.2.1

In the deed of association which was ratified by the Indonesian Minister of Law and Human Rights regarding the ratification of the establishment of the legal body of the APSKSL on March 1, 2018, it was noted that Sakaria Ginting was acting as the Group Manager.

E1.2.2

There is a document that explains the duties and responsibilities of all the association's management in the documents of the duties and responsibilities of the board determined on 9 Jan 2019, some of the GM responsibilities is:

- To monitor the implementation RSPO standard and ICS
- Conduct the operational and implementation internal audit/assessment, harvesting assessment once every 6 months
- Conduct socialization to farmers related to RSPO implementation.

E1.2.3, E1.2.4

Based on interviews with Group Manager, it is known that he have understood the requirements associated with the RSPO Group Certification. GM is also able to explain related functions and responsibilities in controlling and monitoring members.

GM can demonstrate related to association policies and procedures (ICS), association membership requirements, and explain the adequacy of resources in the management of association members.

There is evidence of training conducted by RSPO - Indonesia on 26-27 April 2017, which was followed by the association's management including the Group Manager.

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.

E2.1.1

The APSKSL has a SOP for Decision Making, Duties and Responsibilities of Management with No. SOP / APSKSLB / 025 dated January 9, 2019. The SOP explains the duties and responsibilities of the Association's management, including the Chair of the Association who acts as a Group manager.

The association already has an Internal Control System consisting of:

- Geographical area that covered by the Group. The area is contained in a polygon map database of each farmer included in the certification group.
- Group management structure. The management group structure consists of the chairman of the association, the vice chairman of the association, the secretary, the treasurer, the technical division, the document data division, the internal audit division, and the market division.
- The responsibility of all individuals employed by Group Managers to run the Group. The responsibilities of each group management structure are contained in the SOP for decision making, duties and responsibilities of management with no. SOP / APSKSLB / 025 dated January 9, 2019.

- Group rules including membership criteria. In terms of membership criteria, Gap analysis is performed first. Gap analysis is explained in the Internal Audit Implementation procedure with No. SOP / APSKSLB / 007 dated January 9, 2019.
- Group meetings are regulated in the SOP Decision making, duties and responsibilities of management No. SOP / APSKSLB / 025 dated January 9, 2019. The SOP states that the association can hold monthly, annual or 5-year meetings in accordance with existing internal issues / problems.
- Gap audit procedures. Gap analysis is explained in the Internal Audit Implementation procedure with No. SOP / APSKSLB / 007 dated January 9, 2019.

E2.1.2 & E2.1.3

The APSKSL has a SOP for the management of the Association head office document with No. SOP / APSKSLB / 026 dated January 9, 2019. The SOP explains that the data and document storage period is at least 5 years. The PIC responsible for storing documents is the Secretary. The APSKSL already has a database, but is not limited to details of group members, Location maps in the form of polygon, Land titles, registration numbers of members, declaration of the grower, and etc. While updating data for all members contained in the SOP for Decision Making, Duties and Responsibilities of Management with No. SOP / APSKSLB / 025 dated January 9, 2019.

The results of the interview with the head of the association, who is the group manager, stated that the document storage period of the group document is 5 years.

E2.1.4

The APSKSL has a SOP on the Implementation of Internal Audit with No. SOP / APSKSLB / 007 dated January 9, 2019. The procedure states that the audit carried out is the Application of GAP and RSPO Standards

For farmers who have just joined the group, gap analysis is carried out in the form of identifying RSPO certification requirement documents, such as: Photograph, Photo copy of identity, Family Card, Association Form, Statement of joining the Association, copy of land certificate, Land Map, evidence of tax payment, NPWP members, STDB, SPPL, harvest records, fertilizer records etc.

Status: Comply

Element 3 (E3): The Internal Control System – Operations
E3.1 The Group Internal Control System shall develop and implement an internal audit programme of Group members.
E3.1.1

The APSKSL has a SOP on the Implementation of Internal Audit with No. SOP / APSKSLB / 007 which was approved by the group manager on January 9, 2019. The procedure explains the Planning, Internal Audit Competencies, Internal Audit Risk Management, Duties and responsibilities of auditors, Internal Audit Implementation, Writing and reporting of audit results, Audit Follow Up and implementation.

The association has an internal audit timeline for the period 2018-2019 consisting of:

- Arrange an internal audit format
- Internal audit training for association management
- Plan of internal audit activities
- Conduct internal audits to the management
- Conduct internal audits to all members of the association
- Report internal audit results
- Making report on findings for all association members
- Carry out corrective actions on audit findings
- External audit.

Internal audits have also been carried out for all farmers in stages on January-June 2019.

E3.1.2

Risk management for Internal Audit is explained in the SOP for the Implementation of Internal Audit. In this procedure the Internal Audit Risk Management is explained, including:

- There are 112 points (internal audit checklist form) that will be fulfilled by farmers
- If the internal audit results are less than 50%, the auditor will conduct an internal audit again with a maximum fulfillment time of 3 months (the audit will be carried out at least 2 times a year). It is mentioned that farmers have a high risk.
- If the internal audit results are above 50%, the auditor conducts an audit once a year. It is mentioned that the farmer has a low risk.

In the methodology for conducting audits also explains about:

- The frequency of internal audits is conducted at least once a year for each farmer, in accordance with the annual work plan.
- It is recommended that all farmers have been audited internally, before an external audit is carried out.
- Assessment is also carried out with several considerations such as farmers who have a history of non-conformity, new farmers, farmers who do replanting, etc.

The results of the interview with the head of the association / group manager stated that in the case of conducting internal audits, all members must be audited (not using audit samples). If in the implementation of the audit farmers get results below 50%, an audit will be conducted at least 2 times a year.

E3.1.3

The APSKSL has a statement from the group manager stating that the person concerned does not have a conflict of interest. The statement letter was made on August 6, 2019. In addition, there is also an Internal Audit Team Statement consisting of 16 internal auditors stating that the Internal Audit Team, who will carry out the task of auditing APSKSLB members do not have conflict of interest. The statement letter made on 6 August 2019

E3.1.4

The APSKSL has a SOP on the Implementation of Internal Audit with No. SOP / APSKSLB / 007 dated January 9, 2019. The procedure states that the audit carried out is the Application of GAP and RSPO Standards

For farmers who have just joined the group, gap analysis is carried out in the form of identifying RSPO certification requirement documents, such as: Photograph, Photo copy of identity, Family Card, Association Form, Statement of joining the Association, copy of land certificate, Land Map, evidence of tax payment, NPWP members, STDB, SPPL, harvest records, fertilizer records etc.

APSKSL has conducted HCV and RTE assessments in the 531 plots of farm which became the scope of certification, the assessment was conducted in August 2018 to April 2019, there were 8 villages that became HCV assessment scope, namely Pulo Padang Village, Tebing Linggahara Baru Village, Tebing Village Linggahara Lama, Tanjung Harapan Village, Kampung Padang Village, Sumber Mulyo Village, Kampung Baru Village and Lingga Tiga Village. From the results of the assessment there are no HCVs and RTEs in the Farmers' farms.

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.

E3.2.1, E3.2.2, E3.2.3

APSKSL has established SOPs related to a system for tracking every FFB produced by association members, namely in the SOP for recording of yields (no. SOP / APSKSLB / 019 dated 9 Jan 2019). Based on interviews, the group manager has been able to explain related to the FFB tracking and traceability system in accordance with the established SOP.

In the SOP it is explained that members must ensure and keep every proof of weigh and pay from agents and sub-agents, all harvests from certified areas are recorded in harvest records and logbooks, the document officer shall recapitulate the harvest records every 6 months which will be reported at the level of the association secretary. The implementation was seen during field observations to the 22 farmers sampled visited during the audit.

Records are kept for a minimum of 5 years based on the SOP is approved by the Group Manager.

E3.2.4, E3.2.5

APSKSL has stipulated that the sale of products will not carry out physically rather will be done on credit. The association has committed not to break currently system, each farmer will remain sell the FFB from their respective plots to agents/sub agents. During the initial audit, the APSKSL's Group Manager explained that for the moment traders (agents and sub agents) will not be included in the certification scope. There is a decree from Group Manager no .: SK / 026 / APSKS-LB / VIII / 2019 regarding the sale of RSPO certified product (FFB) on August 6, 2019, which states that the association will only sell certified products through the book and claim model.

APSKSL can show a list of agents and sub agents who are FFB buyers from farmers (8 villages / kelurahan) as many as 65 agents (individuals and CV / UD).

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.		
<p>The association has procedures regarding requests for information in the Document of SOP for Data and Information Requests (No.SOP / APSKSLB / 006) issued on January 9, 2019. The document informs:</p> <ul style="list-style-type: none"> For other parties who will request data and information from the association, the party must submit an application letter to the association's management. Then the management will check the data that may be given or not and the management can approve or reject the request from the requesting party. For members who request data and information must fill out a data request book to the association administrator. The progress of requesting is 2 weeks. <p>This procedure is publicly available and is kept in the Association's office.</p> <p>Based on verification document and interview with local stakeholder (surrounding communities), the association keeps records of requests for information in "Surat Masuk Asosiasi Pekebun Swadaya Kelapa Sawit Labuhanbatu" document. From the results of the document review and interview of the association's management, it is known that until the audit activity has been carried out, there has been no request for information from relevant stakeholders. In addition, based on public consultation with Head of Kelurahan Pulo Padang, Tebing Linghahara Baru Village & Tebing Linghahara Lama Village, they know that the requested information referred to association (group manager).</p> <p>Based on that explanation, The Group Manager has established and maintained a system to keep records of requests for information and corresponding responses. In addition, when auditor interview with the members, they know that all requested referred to group manager.</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.		
<p>Related to the list of information that can be accessed or not, contained in the List of Public Documents, which contains documents that can be accessed by stakeholders, such as: Members identity card, Members family card, Copy of Legal Title, Business certificate, Record of fertilization, Record of harvesting, Copy of the association's SOP, Copy of association decree, Copy of an associated legal entity, Association management structure, Copy of the articles of association, Copy of the household budget, Copies of related laws and regulations and List of stakeholder associations.</p> <p>In addition, related to the list of documents that are confidential, the company has a Decree on the List of Information that Can Not Be Given (No.: SK / 017 / APSKS-LB / I / 2019) issued on January 9, 2019. The document explains the documents / information that are confidential, like:</p> <ul style="list-style-type: none"> Information related to accounts payable and receivable Financial information of the association Information regarding internal conflicts of members or associations. <p>Based on interview with members, surrounding communities and relevant stakeholder, they know about the list.</p>		
	Status: Comply	
1.3 Growers and millers commit to ethical conduct in all business operations and transactions.		

Association has a policy regarding commitments to integrity codes and ethical actions in all operations and transactions in the Decree Document (No.: SK / 005 / APSKS-LB / I / 2019) concerning Ethical Behavior and corruption collusion nepotism Prohibitions that were issued on 9 January 2019. The document decides:

- Prohibition of acts of corruption, collusion and nepotism in any form.
- Prohibition of manipulation.
- Prohibition of fraud and embezzlement.
- Prohibition of committing defamation.

The policy in a language which all members and stakeholder can understand. This is already confirmed in interview with members. In addition, based on the interview, they already accepted and agreed with group policy related to ethical conduct. For example, they know and agree about prohibition to corruption and fraud.

The policy communicated to members with training socialization by group manager, for example record of socialization on February 2019.

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

The association has a Decree Letter No. SK / 001 / APSKSLB / I / 2019 dated January 9, 2019. The decree letter explains the association's commitment to:

- Information disclosure and providing public information regulated in the RSPO PnC
- Comply with all applicable regulations at the international, national, local and organizational levels
- Not sexually harassing and committing violence
- Etc

The results of the interview with the group manager stated that GM knew the minimum wage in the area. For wages that are valid in association, it refers to the applicable minimum wage. However, it is in accordance with the conditions and working hours which are not like working hours at the company (7 working hours). The average farmer works from 7 to 10 o'clock in the morning, and the maximum works until 12 noon.

For the legal aspect, the members of association are has land legal document in type of SHM, SKT and SKGR, some of them are in the process of collecting, which has been noted as non-conformity in 2.2.1.

APSKSL are considered to following up the progress of STDB and SPPL issuance. The association has sent a request for issuance of STDB to the Agriculture Office of Labuhanbatu Utara Regency on July 22, 2019, until the ST2 audit has not received a reply from the Agriculture Office. Requests for issuance of SPPL have been sent to the DLH of Labuhanbatu on July 25, 2019 and to DLH of Labuhanbatu Utara Regency on July 24, 2019.

Responses from DLH Labuhanbatu related to SPPL can be shown in letter no. 660/514 / DLH / TL / 2019 dated 7 August 2019 which explained that SPPL is being processed. OFI

2.1.2; 2.1.3 & 2.1.4

APSKSL has the SOP on Regulatory Updates, socializing and Documenting Regulations with No. SOP / PKSKSLB / 013 dated January 9, 2019 and approved by the Chairperson of the Association. The procedure explains about:

- Update the latest regulations at least one time in 6 months technically via the internet, read news, and get information from relevant agencies.
- The secretary is responsible for updating the information, it is possible that all administrators who receive the latest regulatory information immediately report to the secretary for further action.
- Following the socialization from government or agencies related to the latest regulations.
- Trying to get a copy of the regulation from an official institution or a trusted site or 3rd party.

The procedure explains the obligation to socialize all regulations relating to farmers in the RSPO Certification Process and the obligation to collect all copies of regulations both in the form of soft and hard copies. The association has a list of Indonesian laws and regulations consisting of 205 regulations that correspond to the association's operations. The document was made by the secretary of the association and signed by the chair of the association on January 9, 2019.

The results of interviews with group managers, it is known that the group manager already knows the procedures for obtaining and updating the rules. In the interview, it was conveyed that the latest regulatory updates are at least 1 time in 6 months via the internet, news or information from related agencies. Interview results with the farmers, known that they already know the rules that apply to each member such as wages that refer to minimum wages, have SPPL, have land rights, etc

The mechanism that ensures compliance with the law is carried out through Internal Audit. The association has a SOP on the Implementation of Internal Audit with No. SOP / APSKSLB / 007 dated January 9, 2019. The SOP explains the frequency of internal audits conducted at least once a year for each farmer in accordance with the annual work plan.

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

APSKSL can show the documents of land tenure by farmers in the form of a certificate of ownership (SHM), a certificate from the local government (Lurah, Head of Village and Sub-District Head), a statement of compensation and a certificate of inheritance.

It can be shown a list of plots and land tenure status for all Association members' plot, totaling 531 plots with details:

- Ownership certificate totaling 79 plots
- Local government certificate totaling 358 plots
- Compensation statement totaling 76 plots
- Other letters (letter of inheritance and letter of sale) of 18 plots.

Auditor verified 22 sampling of land documents, for example:

- Certificate of ownership no. : 136 in the name of Sugeng (plot number 31) issued on November 1, 1996
- Certificate of compensation on 5 May 2012 in the name of Jarno (plot no.044), the certificate has been acknowledged by the Village Head.
- Certificate of land grant in the name of Rialan Naiggolan dated June 16, 1997, there is a land ownership letter no.: 593/548 / SM / XII / 2017 dated December 4, 2017, the current rights holder in the name of Bisker Sinaga (plot no 020) based on the letter statement from the Head of Sumber Mulyo Village no.: 470/37 / SM / I / 2019.

However, there are plots which have not been able to show land ownership and control of 87 farmers (107 plots), for example plot no.: 189 (on behalf of Yuswadi), plot no.: 55 (on behalf of Ramlan), plot no.: 56 (on behalf of Sadin), plot no. 247 (on behalf of Hengki Formansyah Sianipar), plot no. 015 (on behalf Abdul Muin). **It has been note as NCR no.: 2019.1**

The Association has sent a request to Agriculture Department for issuance of STDB (business permit) against 321 farmers, letter no.: 005 / APSKS-LB / VII / 2019, the required documents and applications were received by the Agriculture Dept on July 19, 2019. The request was responded by the Labuhanbatu Agriculture Service on July 26, 2019 with letter no. : 520/304 / DIPERTA-IV / VII / 2019 explaining that currently it is still in the process of inputting data to the system at the Department of Agriculture. In accordance with the Decree of the Director General of Agriculture no. : 105 / Kpts / PI.400 / 2/2018 that in the issuance of STDB it is necessary to form a data collection team and other procedures.

The association has sent a request for issuance of STDB to the Agriculture Office of Labuhanbatu Utara Regency on July 22, 2019, until the ST2 audit has not received a reply from the Agriculture Office. It has been note as OFI on ind 2.1.1.

2.2.2, 2.2.3, 2.2.4, 2.2.5, 2.2.6

Based on the results of field observations to sampled farmers' plot, for example, to farmers' plots no. 308, 311, 302, 309, 301, and 166, it is observed that all the boundaries are clearly visible in the field, the boundaries formed in the form of poles, trenches and plant installed by farmers. Based on observation, there was no planting beyond their land boundaries. Based on interviews with farmers and the results of field observations there are no areas of farmers who are in the process of dispute.

APSKSL has compiled and stipulated a conflict resolution SOP, namely in document no.: SOP / APSKSLB / 021 Date of issue 9 Jan 2019 endorsed by the Group Manager. In the SOP describes the steps of conflict settlement namely starting with receiving the report (written and verbally) by the officer assigned, preparing the plan/program for the conflict handling and communicate the related parties, GM and team conduct conflict handling through deliberations and negotiation, if not resolved will be submitted to legal channels.

Based on field observations of the sampled farmer's lands of 22 farmers, there was no indication of land conflicts between association members and outside farmers.

Major 2.2.1	Status: NCR no.: 2019.1
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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, 2.3.2, 2.3.3, 2.3.4

There are no customary rights and traditional rights within the lands of Association member, all plots are areas with individual ownership rights with documents including ownership certificate (SHM), land purchase document (SKGR), inheritance letter, grants letter and local government certificate (SKT).

Maps with an adequate scale (1: 1000) for the entire area can be shown to the auditor, the mapping is done involving all parties such as those directly adjacent to the lands and the local government.

APSKSL already has an FPIC SOP no. : SOP / APSKSLB / 014 dated 9 Jan 2019 was ratified by the Group Manager, which explained related to the procedure for carrying out the land purchase / compensation on the basis of FPIC.

Proof of compensation for the land/plot that has the right of SKGR can be presented to the auditor, including a copy of the agreement and statement from the previous owner. For example:

- Letter of compensation on behalf of Parluhan Tanjung (plot no. 110), dated July 7, 1994, land certificate is still under name of the former owner no. 415, issue date of August 20, 1991.
- Certificate of compensation on 5 May 2012 in the name of Jarno (plot no.044), the certificate has been acknowledged by the Village Head.

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.

Until the initial assessment done, the group managers not have business plan for long-term economic viability of their operation, considering among others, cost of annual maintenance, replanting, potential expansion and long term sustainability of certification.

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.

The group manager have list of SOP related to agronomy operation, for examples:

- Palm Oil Fertilization SOP (No.SOP / APSKSLB / 027)

- Palm Oil Harvesting SOP (No.:SOP/APSKSLB/030)
- SOP on Maintenance of Producing Palm Oil Plants (No.SOP / APSKSLB / 029)
- Palm Oil Pest and Disease Control SOP (No.:SOP/APSKSLB/028)
- Sandy Area SOP (No.:SOP/APSKSLB/032)
- Sloping Area SOP (No.:SOP/APSKSLB/031)
- SOP for River Bank Management (No.:SOP/APSKSLB/033)
- Leaf and Soil Sampling SOP (No.:SOP/APSKSLB/036)

Based on field observation and interview with members on Sumber Mulyo and Pulo Padang Villages, they already know about the procedures. Also, the members know how to demonstrate best practice based on group SOP relevant subjects at their farm.

In addition, all individual members keep record the agronomy activity (SOP Implementation) on "*Buku Catatan Kebun Kelapa Sawit Petani*". Every month, group manager collect and check all the activities that already recorded by members such as: harvesting, manuring and upkeep.

Record of all activities already listed on that document, including fertilization record, harvesting record and purchasing record. In addition, the group manager has record of leaf and soil sampling (on indicator 4.2.3 & 4.2.4).

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 & 4.2.2

The group manager already has a procedure related to fertilization activities contained in the SOP Oil Palm Fertilization (No. SOP/APSKSLB/027), the procedure informs about:

- Symptoms of nutrient deficiencies.
- Equipment preparation (use of work tools and PPE).
- Technical implementation of fertilization (Dosage Fertilization, time of fertilization, administration)

Implementation of the SOP is monitored periodically by group manager for every members. Group manager record the implementation on "*Buku Catatan Kebun Kelapa Sawit Petani*". This document owned by all members which contains records related to the activities of oil palm cultivation on each farm owned by farmers, including fertilization records. Here is an example:

- Farmer Documents namely Siti Ramsanah Lubis:

Application Date	Type	Amount
25/1/19	Urea	600 kg
26/2/19	MOP	600 kg

- Farmer Document namely Hj. Patimah Ritonga :

Application Date	Type	Amount
27/3/19	Urea	2,200 kg
2/4/19	MOP	2,150 kg

Based on interview with some members (farmer), some farmers for the period 2018/2019 have not yet fertilized due to constraints related to the cost of purchasing fertilizer.

4.2.3 & 4.2.4

Group manager has a procedure related to soil and leaf sampling in SOP for Sampling Leaves and Soil (No.:SOP/APSKSLB/036). The document informs about:

- Leaf sampling
Leaf samples taken are those that have land area > 1 ha. Age of plants taken is 3-20 years. The technical department responsible for sampling.
- Soil sampling
Soil samples are only done only on oil palm circle path. Soil samples were divided into 2 depths namely 0-15 cm

depth and 15-45 cm depth.

The Association (Group Manager) cooperates with PT Musimas Laboratory in conducting leaf and soil analysis. Based on the analysis of leaf samples conducted on November 28, 2018 using 21 sample points representing all areas of land owned by farmers. Here are some results of leaf and soil analysis:

A. Leaf Analysis

Sample Code	N (%)	P (%)	K (%)	Mg (%)
L-18/RTU/M/2018	2.33	0.166	0.85	0.28
L-19/RTU/M/2018	2.30	0.175	0.81	0.28
L-10/RTU/M/2018	2.16	0.166	0.70	0.34

B. Soil Analysis

Sample Code	Depth	K (%)	Ca (%)	Mg (%)
9/RantauUtara/S-17	0-15	0.24	2.72	0.93
9/RantauUtara/S-17	15-45	0.14	1.00	0.51
6/Marbau/S-11	0-15	0.19	1.59	0.79
6/Marbau/S-12	15-45	0.13	1.00	0.47

In addition, farmers done organic fertilization with the use of fronds (ex-harvesting) is placed in inter-row as organic fertilizer and keeps the soil moist.

Status: Comply

4.3

Practices minimize and control erosion and degradation of soils.

4.3.1, 4.3.2 & 4.3.3

Related to soil map, there is a map with a size of 1: 200,000 which contains the type of land owned by each farmer. It is known on the map that all farmer's land is mineral land. Each members (farmers) also own hand drawn map. This map contain about boundary area.

Group manager also had management strategies for planting in slope areas in SOP Slope Area (No.:SOP/APSKSLB/031). The procedure informs about:

- Pay attention to the condition of the slope of the land and start planning management activities.
- Making individual terrace footprints on the spot area.
- Making terrace before new planting to minimizing erosion.
- Use of legume cover crop.
- Do not spray herbicide in total.

Based on field observation and interview with members, they already known about it and can be demonstrated the procedure in the field. In addition, for now the association (group manager) has a program or plan related to road maintenance for management strategies on each farmer's land, such as making individual terrace and making trenches for flooded areas. This procedure include in SOP on Maintenance of Producing Palm Oil Plants (No.SOP / APSKSLB / 029).

4.3.4 & 4.3.5

The Association (Group Manager) cooperates with PT Musimas Laboratory (LP-673-IDN) in analyzing leaves and soil. Based on the results of the analysis of soil samples conducted on November 23, 2018 (14 samples) it is known that the area of farmer's land is entirely mineral, no peat lands are identified.

4.3.6

Regarding marginal land management, the association has procedures, such as:

- SOP for Sandy Area (No.:SOP/APSKSLB/032)

The procedure explains:

1. Farmers must pay attention to the condition of sandy soils
 2. For the initial planting in the planting hole it is necessary to add organic material such as compost or empty beds.
 3. Plant cover crops.
 4. Preparation of the fronds in inter-row.
 5. Not carrying out total spraying of herbicides which causes open soil.
 6. Using recommended fertilization in sandy soil.
- SOP for Sloping Area (No.:SOP/APSKSLB/031)
The procedure explains:
 1. Farmers pay attention to the condition of the slope of the soil.
 2. Making horse treads and individual treads in areas with spot tilt.
 3. For areas that are not too sloping, you can use a stretch of fronds to hold the flow of water.
 4. If possible, make terraces before planting start for the purpose of avoiding erosion.
 - SOP for River Bank Management (No.:SOP/APSKSLB/033)

Based on field observation and interview with members (farmers), they already known about it and can be demonstrated the procedure in the field. Based on field observation, there's no problem related to soils and land.

Status: Comply

4.4

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

4.4.1, 4.4.2

Based on the results of HCV identification and the map of farm location over-layed with the river flow, known that there are no rivers that cross the farmer farm area. There are farmer's farm located alongside the river, namely plot no: 325, 322, 283, 225, 212, 309, 109, 221, 227, 228, 218.

With respect to these plot, the Group Manager has established a management program, among others to establish the boundaries of the spraying area and install prohibition signboards to spray up to the river bank.

Implementation of this has been done by farmers, from interviews it was found that farmers can explain the policy of prohibition of spraying up to the river bank, as well as the sampled farmers are able to demonstrate the maintaining and restoring of buffer zone.

4.4.3, 4.4.4

Not applicable, since the audit are conducted to an independent smallholder.

Status: Comply

4.5

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

The group manager already have procedure related to integrated pest managements in Palm Oil Pest and Disease Control SOP (No.:SOP/APSKSLB/028). The procedure informs about methods used in controlling pests and diseases combine physical, biological and chemical methods. For examples: Planting beneficial plants (*Turnera subulata*, *Casia cobanensis*), picking nettle caterpillars manually, and using insecticide types of Permethrin at a dose of 2,000 gr / liter (nettle caterpillars) and Cypemetrin types at a dose of 250 gr / liter (Beetle). It also informs about list of potential disease and pest on the members field.

From interviews with several farmers who were visited in the field, they admitted that they had followed the training given by the group manager and had practiced it in the field. They also said pesticides are not used by prophylaxis.

The implementation has been recorded on "*Buku Catatan Kebun Kelapa Sawit Petani*". Every month, group manager collect and check all the activities that already recorded by members including implementation of IPM.

Status: Comply

4.6
Pesticides are used in ways that do not endanger health or the environment
4.6.1, 4.6.5 & 4.6.7

The group manager has procedures related to chemical activities such as spray work and pest control. The procedure is contained in the Palm Oil Pest and Disease Control SOP (No.:SOP/APSLSLB/028). The procedure also explains general weed controls that pesticides are used selectively for specific targets, described dosage per ha and dilution dosage. The farmers also uses pesticides listed on the pesticide commission according to the actual targets and targets in the field. Based on the results of field visits in Pulo Padang Village members it is known that there are spraying activities in the mature plant area using herbicide with Glyphosate active ingredients.

The procedure also explains the types of PPE that must be used in the application of pesticides, namely gloves, boots, aprons and masks (based on risk analysis). Pesticides are applied by using a knapsack sprayer. It has been confirmed on the interview with the farmers on the field and they know about it.

4.6.2 & 4.6.3

The group manager has shown documents on the *The List of Pesticides and Fertilizers Use Document* for the period January to June 2019. The certificate holder records the use of pesticides including the active ingredients used and the LD50 of the active ingredient, the targeted area, the number of active ingredients applied per ha and the number of applications. Based on the document, it is known that the association has used :

Glyosat	Metil metsulfuron	Garlon	N (Urea)	P (RP)	K (MOP)	Mg (Kieserit)	NPK
101.5 Liter	1,610 gr	1 liter	11,150 kg	7,100 kg	6,700 kg	11,800 kg	484,000 kg

Farmers explained that based on the direction of the association (group manager) it was recommended to reduce the use of pesticides, and based on the results of interviews with several farmers, almost the majority did weed control by manual method. Group manager needs to constantly record all the pesticide usage (every month and every year). **OFI**

4.6.4

The association has procedures related to the use of chemicals that farmers are encouraged not to use pesticides made from paraquat active ingredients. From the results of field observations and interviews with several farmers, farmers have not used pesticides made from active paraquat. Some farmers only use herbicide with glyphosate active ingredients to control weeds. This is in accordance with the direction of the association.

4.6.6

Related to chemical / pesticide storage contained in the Chemical Containers Handling SOP (No. SOP / APSLSLB / 018) which explains that the used chemicals container (including pesticides) must be stored in a storage warehouse or safe place and out of reach of children child. The procedure also explains that:

- Chemical waste containers may not be buried, may not be burned, and may not be disposed of carelessly.
- Used chemical containers may not be reused.
- Chemical waste is collected in temporary storage.

Based on field observation and members interview, also found that farmers use disposable pesticides (do not store pesticides) and several member has stored the chemical in closed warehouse away from the reach of children. However, the problem/issues is related to pesticide waste disposal (referring to NCR No.2019.02).

4.6.8

Based on the results of document review, interviews with group manager and field visits, it is known that farmers do not apply pesticides by the air.

4.6.9

The group manager has provided information on handling pesticides, including in the form of procedures for handling chemicals that have been socialized, diagrams / charts for handling pesticides in the place of mixing pesticides or washing PPE / work tools and training that is conducted regularly for all related employees.

The group manager has shown evidence of training conducted regularly (every month) for employees regarding handling pesticides using Indonesian, including :

- Record of OHS Training Activities in the Tani Maju Farmers Group (5 Participants) on January 31, 2019.
- Report of OHS Training Activities in the Tani Maju II Farmers Group (5 Participants) on March 25, 2019.

4.6.10

Based on the results of field observations and interviews with several farmers (association members), it is known:

- One of the farmers in Sumber Mulyo Village explained that he buried the pesticide waste packaging that was not used.
- One of the farmers in Pulo Padang Village keeps waste packaging in his home kitchen.
- One of the farmers in Sumber Mulyo Village explained that disposing of waste packaging mixed with domestic waste in a garbage can.

The association carries out an improvement plan by re-socializing hazardous waste handling to all farmers along with handling procedures and associations to reassert the implementation of these procedures in the field by conducting an internal audit every semester (target plan is December 2019). However, until now not enough evidence has been found that overall procedures for managing the pesticide waste have been implemented. **NCR 2019.02**

4.6.11

The association has a policy related to health checks for pesticide applicators in a Decree (No.: SK / 028 / APSKS-LB / VII / 2019) concerning Workers' Accidents which was established on 30 July 2019. The policy explains:

- Every worker who will carry out activities in the field related to pesticides or toxic and dangerous substances is recommended to do a health check in advance to declare that he is healthy and to prevent work accidents.
- If an employee of a member of the association experiences a work accident in the farmer's farm, the farmer helps with the costs of treating the worker.

However, evidence has not been shown that the procedure has been implemented thoroughly in the field. **NCR 2019.03**

4.6.12

The association has a Decree Document (No.:SK/015/APSKS-LB/II/2019) Regarding the Prohibition of Employing Pregnant and Breastfeeding Women.

In the document explains that all members of the association (farmers) not to employ pregnant women and breastfeeding for work using chemicals.

Based on field observations and interviews with farmers known that policies related to the prohibition of pregnant and breastfeeding women to spray has been understood.

Minor 4.6.10	Status: NCR no.: 2019.2
Major 4.6.11	Status: NCR no.: 2019.3

4.7

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

4.7.1

The association has policies, procedures and programs to handle occupational health and safety in the Decree document (No.: SK / 020 / APSKS-LB / I / 2019) regarding the Work Plan of the Association Related to Occupational Health and Safety. In supporting efforts to care for farmers to OHS, the association will make several efforts including:

- Will always conduct socialization and training related to OHS, Safe Use Pesticides and first aid kit.
- Making SOP related to OHS (Occupational Health and Safety).
- Provide samples of personal protective equipment.
- Provision of First Aid Box.
- Collaborate with village health authorities.
- Encourage Farmers to register with BPJS Employment.
- Making signboard and campaign related to the use of PPE.

The document have been written in the appropriate language, approved by the authorized officer and dated. All of these

policies have been socialized to farmers.

4.7.2

The association has HIRAC (Hazard Identification, Risk Assessment and Control) document for agronomy activities operations period of 2019. The document was prepared by deputy chairman of safety department namely Syahrianto approved by the head of the association to identify potential hazards and risks, then proceed to assess the level of risk and risk control until the risk can be tolerated. If an accident occurs in the field, it will be considered in the risk control to prevent accidents in the future. Based on the results of field observations In the group manager office there is an MSDS that is placed as a guide in the handling of chemicals.

Based on Interview with farmers they're understanding of the main hazards for workers on the farm and how to deal with them. In addition, The auditor also saw that harvest workers had used PPE in accordance with association procedures. The association needs to evaluate the HIRAC document related to specific activities, such as the use of safety helmet on pesticide application. **OFI**

4.7.3

The association has an OHS training program created by Syahrianto from safety department in the Occupational Health and Safety Work Program Document 2018-2019. The document contains plans for OHS activities that will be carried out for 1 year by the association, such as:

- OHS Training (Every Month)
- Encourage farmers to register *BPJS Ketenagakerjaan*. (July 2019)
- First aid kit procurement (May 2019)
- *BPJS Ketenagakerjaan* Socialization (July 2019)
- PPE procurement (May 2019)
- Work Accident Monitoring (May 2019)
- Making OSH-related SOPs (March 2019)
- Making signboard appeals for the use of PPE (July 2019)

In addition the group manager has shown evidence of training conducted regularly (every month) for employees regarding OHS activities using Indonesian, including :

- Record of OHS Training Activities in the Tani Maju Farmers Group (5 Participants) on January 31, 2019.
- Report of OHS Training Activities in the Tani Maju II Farmers Group (5 Participants) on March 25, 2019.

4.7.4

Based on the document review of the association management structure, it is known that there is a person in charge related to the implementation of OHS in each village (technical department), with the following details:

- Samsul B Siregar (Pulo Padang Village)
- H. Lagut Pane (TB Linggahara Baru Village)
- Sudarman & Supian (TB Linggahara Village)
- Siswanto (Tanjung Harapan Village)
- Wagimin (Kampung Padang Village)
- Ribut (Sumber Mulyo Village)
- Suparmin (Desa Lingga Tiga)
- Ponirin (Desa Kampung Baru)

All of those responsible for OHS are led directly by the Chairperson of the Association. The OHS officer is responsible for ensuring the application of OHS in each village, starting from the OHS socialization, daily monitoring to administration.

4.7.5

The company has procedures related to accidents and emergencies in the SOP for Work Health and Safety documents (No.SOP / APSKSLB / 010). The document aims:

- Prevent work accidents, ensure a production process runs orderly and according to plan, and regulates that the production process runs according to plan and regulates so that the production process does not harm all parties.
- Protect labor rights and safety in doing work for the welfare of life and increasing production and productivity.

- Ensure the safety of everyone who is at work.
- Maintain a healthy work environment.

The procedure also explains:

- Workers both in the office and in the estate must prepare first aid kits and use PPE in carrying out work that is considered to have work risks.
- Conduct risk analysis in every job.
- The association's management provides a sample of security and material support elements.
- The person in charge of OHS (technical department) must carry out first aid measures against work accident victims.

Based on field observation, each farmers already has medical kit in form of first aid kit.

4.7.6

From the results of interviews with several farmers, the majority of farmers do their own maintenance and harvesting activities on their respective fields. For farmers who use workers in conducting agronomy activities on their land, there is an agreement that farmers are fully responsible if workers have an accident at work such as medical expenses and PPE preparation.

4.7.7

The association shows the report documents the results of work accident monitoring made by the Technical Department as the person responsible for the implementation of OHS in the association. In the document explained during the past one year there were no major work accidents that occurred to farmers and workers.

Status: Comply

4.8

All staff, workers, smallholders and contractors are appropriately trained.

4.8.1 & 4.8.2

The Association has a 2019 Work Plan that contains training plans for 2019. The training plans set include:

- Fertilizing training
- Maintenance training
- IPM training / pest control
- Harvest training
- Training in the use of chemicals
- RSPO P&C training
- RSPO certification group training
- Internal audit training
- Social aspects training
- HCV and environmental management training
- SOP socialization

The association showed training records such as:

- The HCV socialization report conducted on 7 August 2018 was carried out in Suka Ramai Hamlet (Tebing Linggahara Baru Village) and was attended by 30 participants, Tebing Linggahara Lama Village and Kampung Padang village was attended by 30 participants, on 8 August 2018, on 20 October 2018 in Sumber Mulyo Village was attended by 13 participants, on 7 April 2018 in Kampung Baru Village attended by 8 participants.

- Minutes of APSKSLB meetings, one of which discussed the socialization of SOPs such as SOP for Communication & Consultation, SOP for Requesting Data & Information, SOP for conducting internal audit, SOP for OHS, SOP for use & monitoring of First Aid boxes, SOP for regulation updates, SOP for handling used chemical containers, SOP for risk control and work accident mitigation, etc. Attached note and attendance list are on 31 January 2019
- Report on training activities for effective and safe use of pesticides on May 23, 2019 was attended by 2 participants (TB Linggahara Baru Village), and attendance was attached.
- Report on pest & disease control training activities on 14 December 2017 attended by 18 participants.

- Report on maintenance and harvesting training on 14 December 2017 attended by 18 participants.
- Fertilization training activity report on 26 November 2015 and 2 January 2016 was attended by 28 farmers.

The results of interviews with cooperative members conveyed that training had been given to association members. As for members of the association who have workers, the form of training is given to workers by association members.

For example: The results of field observations in harvesting activities and interviews with cooperative members (still having family relations), conveyed that the person concerned had understood the criteria for ready-to-harvest fruit.

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.

5.1.1

APSKSL has carried out an internal social and environmental impact analysis of farmers by the Rantau Prapat IPODS Team in 2019, the scope of the assessment includes environmental components (soil conditions, air conditions, ground water and surface water, river conditions and flora and fauna around the farms.

Currently, the SPPL issuance process of 531 plots of farmers' farms still in the process. Requests for issuance of SPPL have been sent to the DLH of Labuhanbatu on July 25, 2019 and to DLH of Labuhanbatu Utara Regency on July 24, 2019. Responses from DLH Labuhanbatu related to SPPL can be shown in letter no. 660/514 / DLH / TL / 2019 dated 7 August 2019 which explained that SPPL is being processed. #OFI on 2.1.1

5.1.2, 5.1.3

APSKSL has developed a program for mitigating environmental impacts that informs identification of impacts, mitigation programs and implementation schedule. Socialization to farmers related to the environmental impact mitigation program has been carried out, for example socialization on May 18, 2019, attended by 24 farmers. Based on interviews with sampled farmers, it is known that farmers have understood the risks and impacts on the environment due to the activities of the farms.

From the results of field observations, observed that the implementation in the field: farmers have carried out spraying poison effectively, some farmers have utilized the presence of livestock in the eradication of weeds, former packaging of chemicals is collected by farmers and is not discharged into water sources such as ditches and rivers. No farmers were found hunting wild animals.

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, 5.2.2, 5.2.3, 5.2.4, 5.2.5

APSKSL has conducted HCV and RTE assessments in the 531 plots of farm which became the scope of certification, the assessment was conducted in August 2018 to April 2019, there were 8 villages / kelurahan that became HCV assessment scope, namely Pulo Padang Village, Tebing Linggahara Baru Village, Tebing Village Linggahara Lama, Tanjung Harapan Village, Kampung Padang Village, Sumber Mulyo Village, Kampung Baru Village and Lingga Tiga Village. The stages of the implementation of the assessment include observation or scoping, dialogue, verification and monitoring. The assessment has been carried out by an internal assessment team with team leader Asri Jon Tanjung (registered as ALS with no.: ALS2015-083), the HCV report has been reviewed by a reviewer registered as ALS namely Jaka Perwira.

From the results of the assessment there are no HCVs and RTEs in the Farmers' farms. There are 32 species of fauna

that are indicated to have been present in the farms and 2 protected flora species. There are several farmers' farms which are located alongside a river.

There is evidence in the report on the socialization and dialogue that has been carried out to farmers.

APSKSL has established a management and mitigation program to reduce negative impacts on flora, fauna and the presence of rivers, including:

- Conduct dialogue with farmers
- Placing and installing protected animal planks in strategic places
- SOP socialization on preserves HCV values
- Environmental awareness training
- Socialization of waste management plans
- Install a ban plank to burn
- Establish a spray limit on the river bank.

APSKSL has assigned an officer to carry out monitoring and implementation of the program namely Deputy Group Manager on behalf of Suharyanto.

Based on interviews with farmers sampled as many as 22 farmers, they able to explain related to animal protection policies. It was stated that until now there had never been an encounter with wildlife and there had never been a conflict with wildlife.

The association has an SOP for animal protection issued on 9 Jan 2019 (SOP / APSKSLB / 016) which explains about animal protection and how to manage if there is an encounter with protected animals.

The association has an SOP related to the mechanism of maintaining HCV values (SOP / APSKSLB / 05) issued on 9 Jan 2019

The association has an SOP related to handling conflicts with animals (SOP / APSKSLB / 017) issued on 9 January 2019.

Status: Comply

5.3

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

5.3.1, 5.3.2 & 5.3.3

The association has a waste identification document contained in the Association's activity report dated August 7-8, 2018. The potential waste generated from the activities carried out by the association such as fertilizing, spraying, maintenance, office activities such as bottles, plastics, fertilizer sacks, poison packaging and midrib. The association also shows management / mitigation actions to reduce pollution.

The association has a procedure for controlling domestic waste with SOP No. SOP / APSKSLB / 034 dated January 9, 2019. Domestic plastic or packaging waste produced from activities in the association office is disposed of at a special disposal site located behind the cooperative office.

The association also has procedures related to the management of pesticide waste in the SOP for Handling of exchemical containers (No. SOP / APSKSLB / 018) established on January 9, 2019. The results of field observations, documents of the types of chemicals used. and interviews with associations / farmers stated that chemicals used for operational activities are pesticides. The management of used pesticide containers has been explained in indicator 4.6.10.

Status: Comply

5.4

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

The results of interviews with association officials and farmers revealed that there was no use of renewable energy. The interview also revealed that farmers did not record the use of fuel because the transportation of FFB was carried out by sub agents. In the case of energy efficiency efforts, the association has a mitigation plan such as: turning off lights that

are not in use, replace energy saving light bulbs, unplug the electric appliance if it has been used, perform periodic maintenance of the tool.

The association has provided a socialization to save electricity to members of the association on January 31, 2019. Minutes and photos of the implementation of these activities are available. The results of interviews with members of the association, known that there was a socialization to reduce the use of electricity.

Status: Comply

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& 5.5.2

Association has Decree No. SK / 006 / APSKS-LB / I / 2019 concerning the prohibition of burning land and No Peat, No Forest, No Conflict on 9 January 2019. The procedure explains:

- It is prohibited to open peat and forest areas for plantations
- Prohibited from opening land by burning whether intentional or not
- Areas owned by farmers must be free from conflict and or may not be under certain community's customary rights
- Farmer's plantation area must have clear documents.

Based on the recording of replanting activities No. 001-HO / KKPA-MLMLB / V / 2019 dated 29 June 2019 for the results of work in June 2019, it is known that replanting activities are carried out with mechanical brushing, chipping and hole giggers. The results of interviews with farmers stated that no burning activities in operational / oil palm plantations were allowed including replanting activities. The results of field observations in the farmer's plantation found no burning activity in the farmer's plantation .

Status: Comply

5.6

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

5.6.1, 5.6.2 & 5.6.3

The association has documentation of emissions resulting from its activities, such as:

- Nitrogen emissions resulting from fertilization activities
- CO2 emissions from vehicles / transport use
- And greenhouse gas emissions resulting from other operational activities such as the use of fuel, electricity and chemicals.

Some management and mitigation plans include:

- Conduct fertilization according to the recommended dosage and the right way
- Use organic fertilizer regularly
- Make energy savings on the use of fuel and electricity
- Do not use combustion
- Planting empty land
- Using chemicals effectively and efficiently
- Etc.

The association has provided a socialization to save electricity to members of the association on January 31, 2019. Minutes and photos of the implementation of these activities are available. The results of interviews with members of the association, known that there was a socialization to reduce the use of electricity.

From the results of the farmers' interview, it was also conveyed that fertilization training had been carried out in accordance with the recommendations and dosages of use. The fertilizer training report was conducted on November 26, 2015 and January 2, 2016 was attended by 28 farmers.

	Status: Comply	
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 <p>The association has a 2019 Social and Environmental Impact Activity Report conducted by the Rantau Prapat IPODS team. The social impact assessment was carried out on May 18, 2019 covering 2 districts namely Labuhanbatu and Labuhanbatu Utara districts, with 7 villages and 1 kelurahan (Pulo Padang, Linggahara Baru, TB Linggahara, Kampung Baru, Tanjung Harapan, Kampung Padang, Sumber Mulyo, and Lingga Tiga Village).</p> <p>The method of implementing social impact is carried out using the Focus Group Discussion method by involving participants from the farmer management and association management.</p> <p>Based on the attendance list of social impact assessment activities conducted on 18 May 2019, there were 24 participants involved. The farmer group representatives who attended were local communities who also represented their respective villages. The results of interviews with stakeholders such as the Village Head of TB Linggahara and TB Linggahara Baru also conveyed that the person concerned was also a member of the association.</p> 6.1.3 & 6.1.4 <p>Based on the social impact assessments that have been carried out, it is known that there are several positive and negative impacts of the association's operations. Related to this the association has prepared an impact management plan contained in the APSKSL work plan dated July 29, 2019, such as:</p> <ul style="list-style-type: none"> • Making boundary stakes (The results of field observations note that there have been boundary signs in the form of fronds or living stakes which indicate the boundaries of the area) • Conduct environmental training • Socialization of the hazardous waste temporary storage place • Socialization of the Law on land burning (banners) • Plank installation including plank prohibition to burn. Plank report is available on August 4, 2019. The results of field observations in areas of farmer groups / farmer housing areas are known to have banned planks, including a ban on burning. • Discussion with the village regarding the problem of theft of FFB (planned for Nov-Dec 2019) <p>The results of the social impact assessment have been disseminated to farmers together with procedures and policy socialization on January 31, 2019. The results of interviews with several farmer members, known that they have an understanding of the social risks from their operations and mitigation plans to reduce social impacts.</p> <p>The results of verification of the social impact assessment document, carried out on May 18, 2019, so a social impact management plan has not yet been reviewed.</p> 6.1.5 <p>There are no other farmers' schemes in the association.</p>		
	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, 6.2.3 <p>APSKSL has established an SOP for communication and consultation with parties no. SOP / APSKSLB / 005 dated 9 Jan 2019 was endorsed by the Group Manager. In the SOP it is explained that each party who will conduct consultation and</p>		

communication with the association must make a written request and or visiting directly to the secretariat, fill out the guest book. The Group Manager will respond to the visit and request letter. The socialization to farmers was carried out by the Group Manager on 31 Jan 2019.

APSKSL has determined the officer responsible for conducting communication and consultation with the parties, in accordance with the job description of the association's management, explained that relating to communication with government agencies, national / international level communication is the Group Manager, while the PIC is for communication and consultation with other stakeholders include correspondence and identification of stakeholders is carried out by the association secretary (Zulpan Efendi Rambe).

APSKSL has established a list of stakeholders, informs names, agencies, addresses and mobile phone numbers. There were 63 identified stakeholders including: NGO, agent/subagent, government institution, villages, and so on. The association has prepared a log book to record every incoming letter sent by stakeholders, until the initial assessment there are no incoming letters sent by stakeholders to the association.

	Status: Comply	
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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, 6.3.2

The complaint mechanism for non-members (stakeholders) indicated in SOP no.: SOP / APSKSLB / 040 and for members indicated in document no. : SOP / APSKSLB / 004, published on 9 Jan 2019 endorsed by the Group Manager. In the SOP explained that each party can submit a complaint to the association, the designated officer will record all complaints, if the complaint is important and needs to be concealed then it will be recorded in the book "not published complaints". Complaints will be discussed in the association and responded to for at least 2 weeks. If there is something that has not been satisfactorily, a discussion will be carried out, if deliberation cannot be reached then it will proceed to the authorities.

The Association has established a "log book" to record every incoming complaint, until the initial assessment there are no complaints conveyed to the association.

According to the interview result with farmers (22 farmers) it was shown that they are aware regarding to the complaint mechanism, there is no complaint and grievance conveyed to auditors during interview.

	Status: Comply	
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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.

There are no customary rights and traditional rights within the lands of Association member, all plots are areas with individual ownership rights with documents including ownership certificate (SHM), land purchase document (SKGR), inheritance letter, grants letter and local government certificate (SKT).

Maps with an adequate scale (1: 1000) for the entire area can be shown to the auditor, the mapping is done involving all parties such as those directly adjacent to the lands and the local government.

APSKSL already has an FPIC SOP no. : SOP / APSKSLB / 014 dated 9 Jan 2019 was ratified by the Group Manager, which explained related to the procedure for carrying out the land purchase / compensation on the basis of FPIC.

Proof of compensation for the land/plot that has the right of SKGR can be presented to the auditor, including a copy of the agreement and statement from the previous owner. For example:

- Letter of compensation on behalf of Parluhutan Tanjung (plot no. 110), dated July 7, 1994, land certificate is still under name of the former owner no. 415, issue date of August 20, 1991.
- Certificate of compensation on 5 May 2012 in the name of Jarno (plot no.044), the certificate has been acknowledged

by the Village Head.

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

Association has Decree Letter No. SK / 008 / APSKS-LB / I / 2019 dated January 9, 2019 concerning Wage Payments. In the decree explained that:

- Associations and members of associations in paying wages to workers refer to the minimum wage standard that has been set.
- If the wage is lower than the stipulation, then it must be explained by the working hours conversion system or special situation.

The results of the interview with the group manager stated that GM knew the minimum wage in the area. For wages that are valid in association, it refers to the applicable minimum wage. However, it is in accordance with the conditions and working hours which are not like working hours at the company (7 working hours). The average farmer works from 7 to 10 o'clock in the morning, and the maximum works until 12 noon.

Ensuring documentation of workers' wages (OFI)

The results of verification of the wage documentation contained in the records of the plantation's activities are known that the payment of wages has not yet been fully documented. That is because when in the field, some farmers do not carry records of plantation activities. From the results of interviews with workers, it was reported that the harvest wage was in accordance with the agreement. The APSKSL are considered to be more consistent in wages documentation.

The wage documentation is contained in the plantation activity document, the use of production facilities and expenditures. The document describes the date of activity, activity / cost component, total amount applied (tonnage amount), price / unit, and total cost. For example,

- Notes on the activities of the initials BS. On June 13, 2019 the harvest wage was Rp. 117,000 for 780 kg FFB (price of Rp. 150 / kg)
- Notes on the activities of the initials S. On the 25th April 2019 the harvest wage was Rp. 275,550 for 1,002 kg of FFB at a price of Rp. 275.

The results of the interview with the group manager stated that the price of FFB of each farmer was different. The lowest price for FFB paid to workers is Rp. 150 / kg FFB.

6.5.2

The Association has Standard Operating Procedures for Work in the Oil Palm Plantation No. SOP / APSKSLB / 042. In this procedure, it explains the payment of wages and working hours for harvesting, spraying, tripe, fertilizing activities etc. The association showed a list of workers who work in the association's plantation operations. Based on these documents, many farmers work alone in their plantation or employ family members. The results of interviews with farmers and farmer workers revealed that workers who work in the farmer's plantation are family members or others who still have family relations with farmers.

6.5.3 & 6.5.4

The association does not provide housing facilities and infrastructure because each farmer and worker who still has a family relationship already has their own house. The results of observations to the farmers housing are known to be the closest market distance of about 15 minutes from the house.

Status: Comply

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;6.6.2

The association has a policy related to freedom of association contained in Decree No. SK / 007 / APSKS-LB / I / 2019 dated January 9, 2019 concerning Freedom of Opinion and Association. The policy explained that:

- Workers have the right to express their opinions in the ways stipulated in the regulation
- Workers have the right to gather and associate in an organization
- Workers are free in asserting their political rights.

There is no union in the association because workers who work in the farmer's plantation are family members or others who still have family relations with the farmers. All policies and procedures has been socialized on January 31, 2019. The results of interviews with several farmers revealed that farmers already knew the Association Policy, one of them are the Freedom of Association Policy

	Status: Comply	
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6.7
Children are not employed or exploited.
6.7.1

Association has Decree No. SK / 003 / APSKS-LB / I / 2019 dated January 9, 2019 concerning the Prohibition of using child labor. The decree explained that:

- For members of the association not to employ children under the age of 18 years
- And for children aged 13-16 years if working in the plantation with the aim of helping parents, it must be under the supervision of parents and do not do risky work.

The association showed a list of workers who work in the association's plantation operations. Based on these documents, many farmers work alone in their plantation or employ family members. From the list also, several farmers informed the age of workers. And the youngest age informed is 19 years. The results of field observations found no child labor aged under 18 years.

All policies and procedures has been socialized on January 31, 2019. The results of interviews with several farmers revealed that farmers already knew the Association Policy, one of them are Prohibition of using child labor.

	Status: Comply	
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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; 6.8.2; 6.8.3

The association has a policy of Prohibition of Discrimination, forced labor, and trafficking in accordance with Decree Letter No. SK / 004 / APSKS-LB / I / 2019 dated 9 January 2019. The decree letter explained:

- Association members are prohibited from discriminating (color, race, religion, class, gender, political affiliation, etc.) on any basis.
- Prohibited from carrying out forced labor on workers or other people in any situation
- It is prohibited to carry out acts of trafficking in persons / workers in any form, as well as using illegal workers

The results of interviews with farmers and farmer workers revealed that workers who work in the farmer's plantation are family members or others who still have family relations with farmers. The majority of farmers and workers are Javanese and Batak.

All policies and procedures has been socialized on January 31, 2019. The results of interviews with several farmers revealed that farmers already knew the Association Policy, one of them are Prohibition of Discrimination.

	Status: Comply	
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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		
<p>Company policy on the prevention of sexual harassment and violence and other forms contained in Decree letter of the Commitment to Comply with the Law No. SK / 001 / APSKSLB / I / 2019 which was approved by the group manager on January 9, 2019. The association showed evidence of documentation of the socialization of all policies and procedures owned by the association conducted on 31 January 2019. Also attached are photos of the implementation and attendance of activities. The association has a gender committee structure according to Decree No. SK / 023 / APSKS-LB / I / 2019 concerning a gender committee that appoints treasurer as the APSKS-LB gender committee, The results of interviews with association and farmer stated that the association has socialized the procedures and policies.</p> <p>The results of field observations revealed that there were no female workers recruited by farmers. Only female workers, including family members or landowners, carry out activities / work on the land and there is no complaint related to sexual harassment and violence.</p>		
	Status: Comply	
6.10		
Growers and mills deal fairly and transparently with smallholders and other local businesses.		
<p>The Association has procedures related to FFB prices in the FFB Sales SOP (No.SOP / APSKSLB / 041) issued on January 9, 2019. The document explains information related to the FFB sales procedures, as follows:</p> <ul style="list-style-type: none"> • Farmers who are members of the association sell FFB to their respective sub agents. • In every FFB sale, the farmer keeps a memorandum weighing the results of FFB sales from the sub-agent. • After completion of the sales activity of the sub-agent, the farmer records each harvest in the harvest logbook. • Those responsible for implementing the SOP on the sale of this fruit are all members of the association and the association's management. <p>From interviews with farmers, they sell directly to agents in their local area and the transaction process takes place in real time (at that time) when farmers hand over FFB to agents. FFB prices change every day according to mutual agreement between farmers and agents.</p> <p>The group manager will conduct monthly checks for each farmer related to sales conducted by conducting a survey of collectors (buyers) to ensure transparent and fair sales.</p>		
	Status: Comply	
6.11		
Growers and millers contribute to local sustainable development wherever appropriate.		
6.11.1		
<p>Association has SOP for communication and consultation with parties no. SOP / APSKSLB / 005 dated 9 Jan 2019 was approved by the Group Manager. In the SOP it is explained that each party who will conduct consultation and communication with the association must make a written request and or come directly to the secretariat, fill out the guest book. The Group Manager will respond to the visit and request letter. The results of interviews with the village revealed that indeed the village rarely or even never submitted an application for assistance to the association. However, based on the interview stated that the contribution given to the surrounding community is in the form of training related to palm oil management.</p>		
	Status: Comply	
6.12		
No forms of forced or trafficked labour are used.		
6.12.1; 6.12.2 ; 6.12.3		
<p>The association has a policy of Prohibition of Discrimination, forced labor, and trafficking in accordance with Decree Letter No. SK / 004 / APSKS-LB / I / 2019 dated 9 January 2019. The decree letter explained:</p> <ul style="list-style-type: none"> • Association members are prohibited from discriminating (color, race, religion, class, gender, political affiliation, etc.) on any basis. 		

- Prohibited from carrying out forced labor on workers or other people in any situation
- It is prohibited to carry out acts of trafficking in persons / workers in any form, as well as using illegal workers

The results of interviews with farmers and farmer workers revealed that workers who work in the farmer's plantation are family members or others who still have family relations with farmers. The results of the interview also revealed that there was no compulsion in working in the farmer's plantation. Farmer workers who still have family relations said that, the work carried out in the farmer's plantation in accordance with the agreement made by both parties.

Status: Comply

6.13
Growers and millers respect human rights

The association has a policy related to human rights in the Decree Document (No.: SK / 002 / APSKS-LB / I / 2019) concerning Human Rights issued on January 9, 2019. The document determines that each member of the PSKS association LB is prohibited from carrying out actions that violate human rights, some of which are included in human rights are:

- The Right to life, maintain life and improve living standards.
- The right to have a family and carry on descendants in accordance with applicable laws.
- The right not to be tortured, enslaved and harassed.
- The right to work and get a decent salary.
- The right to receive the same treatment before the law without discrimination.
- The Right to have religion and worship according to statutory provisions.
- The right to express association opinions and political rights.
- The right to develop and obtain education.
- The right to have protection from threats.
- Women's reproductive rights.
- As well as other rights regulated in human rights law.

Based on interview results with farmers, they all know about this policy. Auditors not found any negative indication related to human rights issues.

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 & 7.1.3

Based on document review, field observation and interview, there's no new planting development conducted by farmers (all members). The association has a 2019 Social and Environmental Impact Activity Report conducted by the Rantau Prapat IPODS team. The social impact assessment was carried out on May 18, 2019 covering 2 districts namely Labuhanbatu and Labuhanbatu Utara regency, with 7 villages and 1 kelurahan (Pulo Padang, Linggahara Baru, TB Linggahara, Kampung Baru, Tanjung Harapan, Kampung Padang, Sumber Mulyo, and Lingga Tiga Village).

The method of implementing social impact is carried out using the Focus Group Discussion method by involving participants from the farmer management and association management. The results of the social impact assessment have been disseminated to farmers together with procedures and policy socialization on January 31, 2019.

Based on interviews with sampled farmers, it is known that farmers have understood the risks and impacts on the environment and social due to the activities of the farms.

Status: Comply

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.		
Based on document review, field observation and interview, there's no new planting development conducted by farmers (all members). The farmers said they plan to replanting (on 2020) once they had the budget.		
	Status: Comply	
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, 7.3.5		
The Association has conducted an HCV and RTE assessment in 2019 by an internal team that has ALS. Based on the identification results known that there are no HCV and RTE areas within the Farmers' farms which are covered by the certificate scope.		
Disclosure and analysis of LUCA has been submitted by APSKSL to RSPO on June 19, 2019 including polygon map in shape files, related to this matter has been responded by RSPO with a statement of "lack of data and need further clarification" on July 17 2019, a complete data has been re-sent by APSKSB to RSPO on July 31, 2019 and has been accepted by RSPO and forwarded to reviewers.		
Based on document verification, there was 150 plots of farmers indicated with potential liability, in respect of this, APSKSL has not been able to show the RaCP process of these area that has been approved by the RSPO. It has been note as NCR no. 2019.4		
Major 7.3.1	Status: NCR No.: 2019.4	
7.4		
Extensive planting on steep terrain, and/or on marginal and fragile soils, is avoided.		
Based on document review, field observation and interview, there's no new planting development conducted by farmers (all members). The farmers said they plan to replanting (on 2020) once they had the budget.		
	Status: Comply	
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.		
Based on document review, field observation and interview, there's no new planting development conducted by farmers (all members). The farmers said they plan to replanting (on 2020) once they had the budget.		
	Status: Comply	
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.		
Based on document review, field observation and interview, there's no new planting development conducted by farmers (all members). The farmers said they plan to replanting (on 2020) once they had the budget.		
	Status: Comply	
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 & 7.7.2		
Association has Decree No. SK / 006 / APSKS-LB / I / 2019 concerning the prohibition of burning land and No Peat, No		

Forest, No Conflict on 9 January 2019. The procedure explains:

- It is prohibited to open peat and forest areas for plantations
- Prohibited from opening land by burning whether intentional or not
- Areas owned by farmers must be free from conflict and or may not be under certain community's customary rights
- Farmer's plantation area must have clear documents.

Based on the recording of replanting activities No. 001-HO / KKPA-MLMLB / V / 2019 dated 29 June 2019 for the results of work in June 2019, it is known that replanting activities are carried out with mechanical brushing, chipping and hole giggers. The results of interviews with farmers stated that no burning activities in operational / oil palm plantations were allowed including replanting activities. The results of field observations in the farmer's plantation found no burning activity in the farmer's plantation .

Status: Comply

7.8

New plantation developments are designed to minimise net greenhouse gas emissions.

7.8.1 & 7.8.12

The association has documentation of emissions resulting from its activities, such as:

- Nitrogen emissions resulting from fertilization activities
- CO2 emissions from vehicles / transport use
- And greenhouse gas emissions resulting from other operational activities such as the use of fuel, electricity and chemicals.

Some management and mitigation plans include:

- Conduct fertilization according to the recommended dosage and the right way
- Use organic fertilizer regularly
- Make energy savings on the use of fuel and electricity
- Do not use combustion
- Planting empty land
- Using chemicals effectively and efficiently
- Etc.

The association has provided a socialization to save electricity to members of the association on January 31, 2019. Minutes and photos of the implementation of these activities are available. The results of interviews with members of the association, known that there was a socialization to reduce the use of electricity.

The audit are conducted to the independent smallholder, which is they are planting OP in they are land. The results of interviews with group managers and members revealed that they understood the areas that were permitted to be planted and not to be planted. Areas that can be planted are areas that already have land rights.

Status: Comply

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.

The association are committed to implementing the palm oil sustainable standard for group smallholders, and currently is in the process to engage the other independent farmers, the socialization are routinely conducted involving the IFC (International Finance Corporation, member of world bank).

Status: Comply

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

3.2.1 Identification of Findings, Corrective Actions and Observations at IA Assessment

NCR No.	: 2019.1	Issued by	: Sandra Purba
Date Issued	: 8 August 2019	Time Limit	: 7 August 2020
NC Grade	: Major	Date of Closing	: 3 Sept 2019
Standard Ref. & Requirement	: 2.2.1 Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available.		
Non-Conformance Description & Evidence observed (filled by auditor): APSKSL can show a list of plots and land ownership status for all Association member estates, as many as 531 plots with ownerships types: SHM, SKT, Grant letter and SKGR. However, based on the document review on the farmer database there are plots that do not yet have land ownership and tenure certificates, namely for 87 farmers (107 plots), for example plot no.: 189 (on behalf of Yuswadi), plot no.: 55 (Ramlan), plot no.: 56 (Sadin), plot no. 247 (on behalf of Hengki Formansyah Sianipar), and plot no. 015 (Abdul Muin).			
Root Cause Analysis (filled by organization audited): The lack awareness of farmers to collect evidence of a copy of land certificate, even though it has been reminded by the management, besides the activities of farmers who have work besides farming, so they have not had time to pick up a copy of land certificate like to the bank. For this reason, the management will give effort to collect of ownership of this land.			
Correction (filled by organization audited): The association administrator will assist with the administration of land certificates and help farmers to banking to request a copy of their land certificates. Inviting farmers to arrange land certificates to the Village Party for those who do not have land certificates, and inviting farmers to visit the Bank where the land certificate is used to request a copy of the land certificate.			
Corrective Action (filled by organization audited): <ul style="list-style-type: none">• Hold meetings for members to convey the importance of proof of land ownership (Sunday IV August 2019)• For precautionary measures to prevent a recurrence of NC, the Document and Data Division conduct visits to the villages in their villages at least once every 3 months, report to the Group Manager, then hold a joint meeting with the Group Manager to encourage and encourage farmers to increase the legality of the land towards SHM			
Assessor Evaluation and Conclusion (filled by auditor): Verification on 3 Sept 2019, The association has sent evidence of corrections to the discrepancies and identified root cause, shown a recapitulation of land ownership documents and a copy of land ownership documents for 107 plots (87 farmers) with the type of ownership documents: grant letter, inheritance letter, SKT, certificate of compensation (compensation for sale and purchase), and SHM. Proof of socialization to farmers was shown on 30 August 2019, attended by 43 participants and evidence of socialization per village on 12 August - 28 August 2019: Kampung Baru Village with 11 farmers, Lingga Tiga with 3 farmers, Pulo Padang 22 farmers, Sumber Mulyo Village 13 farmers, Tanjung Harapan village 15 farmers.			

Based on the evidence, the discrepancy was declared fulfilled.

Verified by : **Sandra**

NCR No.	2019.02	Issued by	Briyogi Shadiwa
Date Issued	8 August 2019	Time Limit	ASA-1
NC Grade	Minor	Date of Closing	3 September 2019
Standard Ref. & Requirement	4.6.10 Evidence must be presented that pesticide waste has been handled in accordance with applicable laws and regulations and is understood by workers and managers.		
Non-Conformance Description & Evidence observed (filled by auditor): <p>Related to chemical / pesticide storage contained in the Chemical Containers Handling SOP (No. SOP / APSKSLB / 018) which explains that the used chemicals container (including pesticides) must be stored in a storage warehouse or safe place and out of reach of children child. The procedure also explains that:</p> <ul style="list-style-type: none"> • Chemical waste containers may not be buried, may not be burned, and may not be disposed of carelessly. • Used chemical containers may not be reused. • Chemical waste is collected in temporary storage. <p>However, based on the results of field observations and interviews with several farmers (association members), it is known:</p> <ul style="list-style-type: none"> • One of the farmers in Sumber Mulyo Village explained that he buried the pesticide waste packaging that was not used. • One of the farmers in Pulo Padang Village keeps waste packaging in his home kitchen. • One of the farmers in Sumber Mulyo Village explained that disposing of waste packaging mixed with domestic waste in a garbage can. <p>The association carries out an improvement plan by re-socializing hazardous waste handling to all farmers along with handling procedures and associations to reassert the implementation of these procedures in the field by conducting an internal audit every semester (target plan is December 2019). However, until now not enough evidence has been found that overall procedures for managing the pesticide waste have been implemented.</p>			
Root Cause Analysis (filled by organization audited): <p>The lack of Farmers and workers' awareness to collect the hazardous waste.</p>			
Correction (filled by organization audited): <p>Re-socialize related to SOP for handling hazardous waste</p>			
Corrective Action (filled by organization audited): <ul style="list-style-type: none"> - Making a meeting for members to re-submit the SOP for Hazardous Waste Management (4th Week of August 2019). - To prevent the recurrence of NC, the Internal Audit Division checks the members' pesticide usage again, and reports to the Group manager. - The Technical Division re-socialize the SOP on the Management of Hazardous Waste to farmers in their villages at least once every 6 months and checks the storage place of the container of the chemical. 			
Assessor Evaluation and Conclusion (filled by auditor):			

Verification on 3 September 2019

Association has showed evidences of improvement, as follows:

- Records of the Association's meeting with all members on 30 August 2019 which discussed the fulfillment of the NCR during the RSPO audit activities. Where in some points reminds all farmers that chemical waste is not allowed to be buried, burned, reused and thrown away.
- Documentation of chemical storage in a special place that is not mixed with household equipment on some farmers.

Based on that evidences, the non-conformities has been fulfilled.

Verified by : **Briyogi Shadiwa**

NCR No.	: 2019.03	Issued by	: Briyogi Shadiwa
Date Issued	: 8 August 2019	Time Limit	: 7 August 2020
NC Grade	: Major	Date of Closing	: 3 September 2019
Standard Ref. & Requirement	: 4.6.11 Records must be made of the operator's annual health examination results and evidence of the follow-up results of his inspection.		
Non-Conformance Description & Evidence observed (filled by auditor): The association has a policy related to health checks for pesticide applicators in a Decree (No.: SK / 028 / APSKS-LB / VII / 2019) concerning Workers' Accidents which was established on 30 July 2019. The policy explains: <ul style="list-style-type: none">• Every worker who will carry out activities in the field related to pesticides or toxic and dangerous substances is recommended to do a health check in advance to declare that he is healthy and to prevent work accidents.• If an employee of a member of the association experiences a work accident in the farmer's farm, the farmer helps with the costs of treating the worker. <p>However, evidence has not been shown that the procedure has been implemented thoroughly in the field</p>			
Root Cause Analysis (filled by organization audited): The lack of Farmers and workers' awareness to check health regularly.			
Correction (filled by organization audited): Carry out health checks on farmers and workers who use pesticides			
Corrective Action (filled by organization audited): <ul style="list-style-type: none">• Hold meetings for members to convey the importance of regular health checks (4th Week of August 2019)• The Internal Audit Division and the Technical Division re-check who are the farmers and workers who use pesticides, conduct health checks, and report to the group manager• Mrs. Sri Rahayu as PIC is responsible for health checks carried out at least once a year for pesticide users			
Assessor Evaluation and Conclusion (filled by auditor): Verification on 3 September 2019 Association has showed evidences of improvement, as follows: <ul style="list-style-type: none">- Records of the Association's meeting with all members (farmers) on 30 August 2019 that discussed the fulfillment of the NCR during the RSPO audit activities. Where in some points reminds all farmers that every farmer who uses chemicals must conduct MCU (medical check-up)			

- Records of health checks of workers / farmers who use chemicals from medical parties. (names attached)
- Documentation of farmer / worker health checks using chemicals.

Based on that evidences, the non-conformities has been fulfilled.

Verified by : **Briyogi Shadiwa**

NCR No.	2019.4	Issued by	Sandra Purba
Date Issued	8 August 2019	Time Limit	7 August 2020
NC Grade	Major	Date of Closing	3 September 2019
Standard Ref. & Requirement	7.3.1 There shall be evidence that no new plantings have replaced primary forest, or any area required to maintain or enhance one or more High Conservation Values (HCVs), since November 2005. New plantings shall be planned and managed to best ensure the HCVs identified are maintained and/or enhanced (see Criterion 5.2).		
Non-Conformance Description & Evidence observed (filled by auditor): <p>The association conducted an HCV assessment in 2019 by an internal team, the results of the identification revealed that there was no HCV area within the Farmer's farms which was covered in the scope certificate.</p> <p>Disclosure and analysis of LUCA has been sent by APSKSL to RSPO on June 19, 2019, and communication has been carried out by association with RSPO, RSPO's final response is to "have received LUCA data and other completeness and will be forwarded to the reviewer".</p> <p>Based on the document review, there are as many as 150 farmers' plots with potential liability. In this regard, the APSKSL has not been able to show evidence that the RaCP process for the area has received approval from the RSPO.</p>			
Root Cause Analysis (filled by organization audited): <p>The LUCA is in the process of review by the RSPO compensation panel.</p>			
Correction (filled by organization audited): <p>Follow up to the RSPO</p>			
Corrective Action (filled by organization audited): <ul style="list-style-type: none"> • To prevent a recurrence of NC, in the future for new members or land that will be registered with the association must be absolutely ensure not in the area and in the HCV area • The Group Manager is responsible for monitoring the progress of the remediation and compensation process to the RSPO at least once a month 			
Assessor Evaluation and Conclusion (filled by auditor): Verification 3 September 2019 <p>The association has shown evidence of correction in the form of evidence of communication with the RSPO and a copy of the LUCA for APSKSL Smallholder report clarification 1, in the report (executive summary) explained that the total raw non-compliant land clearing (NCLC) is 181.83 hectares and the final conservation liability (FCL) is calculated as 0 hectares. The difference between the NCLC raw and FCL is caused by the fact that NCLC raw is the resultant from the clearance of Non-forest; rice, fruit trees, and rubber (vegetation coefficient 0) into oil palm</p>			

(vegetation coefficient 0). In September 2018, the total area needs to be remediated are 15.70 hectares. In accordance with the RaCP requirements for smallholders, the compensation and remediation obligations for smallholders to date have not been final and have not yet been applied.

Based on the evidence above, the non-conformity stated fulfilled.

Verified by : **Sandra**

3.5.3 Opportunity for Improvement




No	Ref. Std.	Description
1	Major 2.1.1	Considered to follow up and monitored the issuance process of SPPL and STDB from government agency in Labuhanbatu and Labuhanbatu Utara Regency
2	4.6.2	Consistency of recording pesticide used
3	4.7.2	HIRAC document evaluation
4	6.5.1	Documentation of worker wages

3.5.4 Noteworthy Positive Components

No	Ref Std	Descriptions
1	-	Farmers' commitment to follow sustainability standards in oil palm plantations (RSPO).
2	-	Cooperation and communication of APSKS LB team

3.6 Summary of Arising Issues from Public, Management and Auditor Response

Public Issues (Institution/ NGO/Community)	Auditor Verification
Environment Agency (Dinas Lingkungan Hidup) of Labuhanbatu Utara Regency. <ul style="list-style-type: none"> - There's no issue related to environment. - There's no issue related to fire activities. - There's no issue related to pollution. - The legal document (SPPL) is on process. 	No issues related.
Plantation Agency of Labuhanbatu Utara Regency <ul style="list-style-type: none"> - The association has used the licensed pesticides and herbicides. - There's no issue related to environment. - There's no issue related to fire activities. - There's no issue related to pollution. - The legal document (STDB) is on process. 	No issues related.
Environment Agency of Labuhanbatu Regency. <ul style="list-style-type: none"> - There was no information or issues regarding pollution or landfire - The association has submitted the SPPL (statement of environmental management) completeness documents. However, the review for the issuance of SPPL is still in process. - The association does not yet have a storage permit for hazardous waste, especially pesticides container produced from operational activities 	Auditor has verified environment document that has been explained in the criteria 5.1 and pesticide container has been explained in the indicator 4.6.10 (became nonconformity)
Plantation Agency of Labuhanbatu Regency <ul style="list-style-type: none"> - There was no information or issues regarding land conflict - The association has submitted the STDB (plantation registration letter) completeness documents. However, the review for the issuance of STDB is still in process. 	Auditor has verified legal document that has been explained in the criteria 2.2
Head of Kelurahan Pulo Padang, Tebing Linggahara Baru Village & Tebing Linggahara Lama Village <ul style="list-style-type: none"> - Association members already have land rights in the form of SHM, SKT etc. - The village has never submitted a request for assistance to the association. However, the Association provides a lot of training / counseling related to palm oil management. - There is no land conflict in the area of the association members - The association has also provided socialization regarding the prohibition of burning in operational areas. 	Auditor has verified legal document and otherst that has been explained in the criteria 2.2, 2.3 and 5.5.

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> <p>Asosiasi Pekebun Swadaya Kelapa Sawit Labuhanbatu Group Manager</p> <p> Sakaria Ginting Tuesday, 3 September 2019</p> <p></p> <p>Mutuagung Lestari Lead Auditor</p> <p> Sandra Purba Tuesday, 3 September 2019</p>

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	Environment Agency of Labuhanbatu Utara Regency.	Labuhanbatu Utara Regency	-	Interview	6 August 2019	V	-
2	Plantation Agency of Labuhanbatu Utara Regency	Labuhanbatu Utara Regency	-	Interview	6 August 2019	V	-
3	Environment Agency of Labuhanbatu Regency.	Labuhanbatu Regency	-	Interview	6 August 2019	V	-
4	Plantation Agency of Labuhanbatu Regency	Labuhanbatu Regency	-	Interview	6 August 2019	V	-
5	Farmers of Sumber Mulyo Village (6 members)	Labuhanbatu Utara Regency	-	Interview and Field Observation	6 August 2019	V	-
6	Farmers of TB Linggahara Village (3 members)	Labuhanbatu Regency	-	Interview and Field Observation	7 August 2019	V	-
7	Farmers of Tanjung Harapan Village (7 members)	Labuhanbatu Regency	-	Interview and Field Observation	6-7 August 2019	V	-
8	Farmers of Pulo Padang Village (6 members)	Labuhanbatu Regency	-	Interview and Field Observation	7 August 2019	V	-
9	Sawit Watch	-	info@sawitwatch.or.id	Questioner	1 August 2019	V	-
10	WALHI	-	informasi@walhi.or.id	Questioner	1 August 2019	V	-
11	WWF Indonesia	-	service@wwf.or.id	Questioner	1 August 2019	V	-
12	Kelurahan Pulo Padang	Labuhanbatu Regency	-	Interview	6 August 2019	V	-
13	Tebing Linggahara Baru Village	Labuhanbatu Regency	-	Interview	6 August 2019	V	-
14	Tebing Linggahara Lama Village	Labuhanbatu Regency	-	Interview	6 August 2019	V	-

Appendix 2. Assessment Program

Date	5 – 9 August 2019	
Planned Time	Process. Clauses To Be Audited	Auditor
Monday, 5 August 2019		
05.30 – 08.30	Jakarta → Medan	All Auditor
10.30 – 17.00	Jakarta → Rantau Prapat Labuhanbatu	All Auditor
Tuesday, 6 August 2019		
08.00 – 09.00	Opening Meeting	All Auditor
09.00 – 12.00	Public Consultation to Labuhanbatu Regency	RAH
	Public Consultation to Labuhanbatu Utara Regency	BYS
	Public Consultation to local communities	SDP
12.00 – 14.00	Break	All Auditor
12.00 – 14.00	Document verification and review.	All Auditor
Wednesday, 7 August 2019		
08.00 – 12.00	Field Observation to operational activities	All Auditor
	Field Observation support facilities	All Auditor
12.00 – 14.00	Break	All Auditor
14.00 – 17.00	Document verification and review.	All Auditor
Thursday, 8 August 2019		
08.00 – 10.00	Field Observation to operational activities	All Auditor
	Field Observation support facilities	All Auditor
12.00 – 14.00	Break	All Auditor
14.00 – 17.00	Document verification and review.	All Auditor
Friday, 9 August 2019		
08.00 – 09.00	Internal Meeting	All Auditor
09.00 – 11.00	Closing Meeting	All Auditor
	Rantau Parapat – Medan	All Auditor
14.30 – 20.28	Medan – Jakarta	All Auditor
22.00 -		All Auditor