

*Roundtable on Sustainable Palm Oil Certification
RSPO*

[✓] Surveillance

Name of Management : **KELOMPOK TANI TENERA**
 Organisation
 Plantation Name : **KELOMPOK TANI TENERA**
 Location : Village of Hampalit, Sub District of Katingan Hilir, District of Katingan,
 Province of Kalimantan Tengah, Indonesia.
 Certificate Code : **MUTU-RSPO/116**
 Date of Certificate Issue : 16 July 2018 Date of License Issue : 16 December 2020
 Date of Certificate Expiry : 15 July 2023 Date of License Expiry : 15 July 2021

| Assessment | Assessment Date | PT. Mutuagung Lestari Auditor | Reviewed by | Approved by |
|------------|--------------------------------|----------------------------------------------------------------|-------------|-----------------------|
| ASA 2 | 29 September – 01 October 2020 | Moh Arif Yusni, Haikal Ramadhan Kharismansyah, Yohanes Hardian | Leonada | Octo H.P.N Nainggolan |

| Assessment | Approved by MUTUAGUNG LESTARI on: |
|------------|-----------------------------------|
| ASA 2 | 29 October 2020 |

TABLE OF CONTENT

FIGURE

Figure 1. Location Map of Kelompok Tani Tenera 01

Figure 2. Operational Map of Kelompok Tani Tenera 02

Abbreviations Used 03

1.0 SCOPE of the CERTIFICATION ASSESSMENT

1.1 Assessment Standard Used 04

1.2 Organisation Information 04

1.3 Type of Assessment 04

1.4 Location of Mill and Plantations 04

1.5 Description of Area Statement 06

1.6 Planting Year and Cycles 07

1.7 Description of Supply Base 07

1.8 Tonnage Product 08

1.9 Other Certification 10

2.0 ASSESSMENT PROCESS

2.1 Assessment Team 11

2.2 Assessment Methodology, Assessment Process and Locations of Assessment 11

2.3 Stakeholder Consultation and Stakeholders Contacted 13

2.4 Determining Next Assessment 13

3.0 ASSESSMENT FINDINGS

3.1 Summary of Assessment Report of the RSPO Certification 14

3.2 Conformity Checklist of Certificate and Logo Use 42

3.3 Identification of Findings, Corrective Actions, Observations, Opportunity for Improvement and Noteworthy Positive Components 43

3.4 Summary of Arising Issues from Public, Management and Auditor Responses 51

4.0 CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY

4.1 Formal Signing of Assessment Findings 52

APPENDICES

1. List of Stakeholders Contacted in the RSPO Certification Process 53

2. Assessment Program 54

Figure 1. Location Map of Kelompok Tani Tenera.

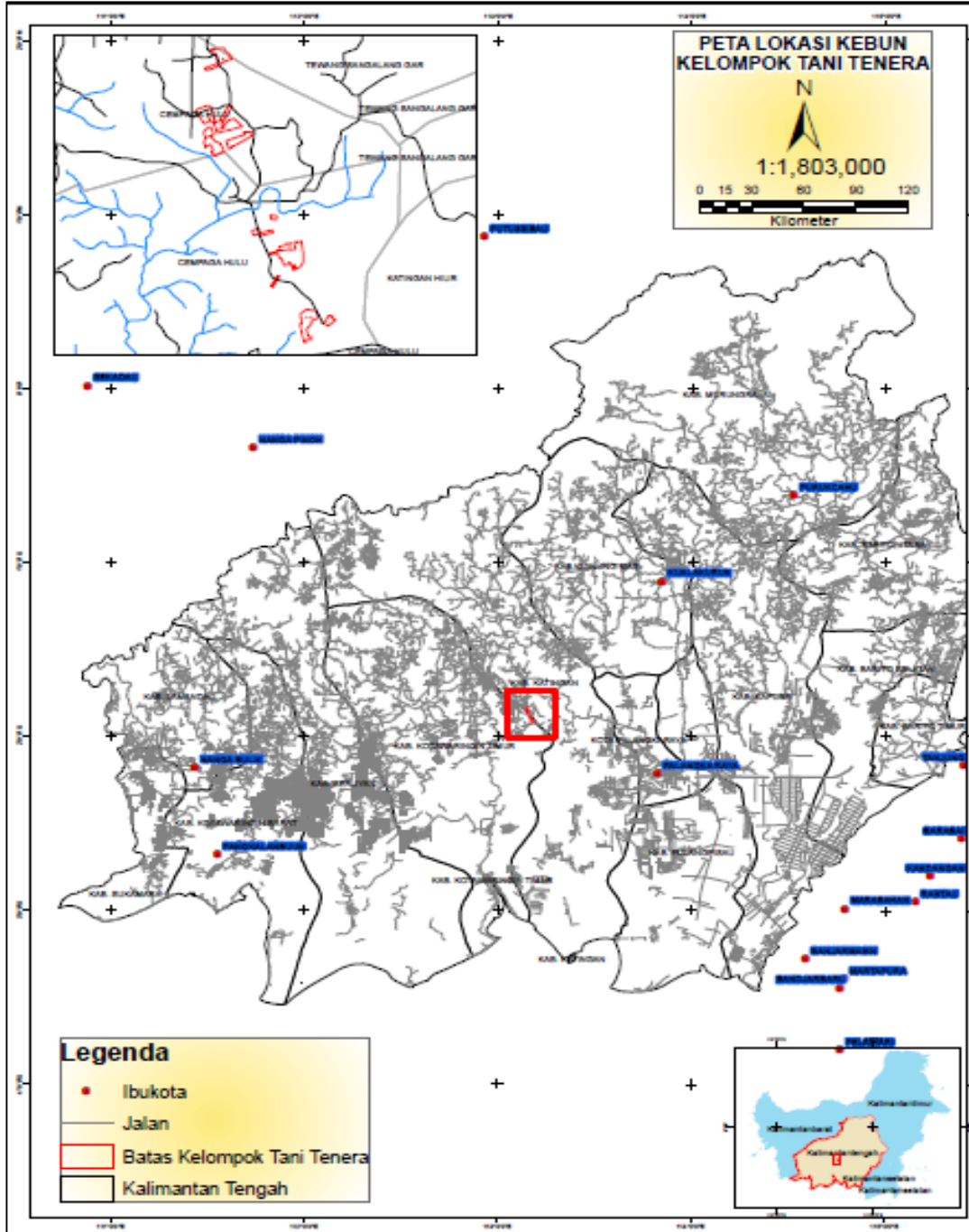
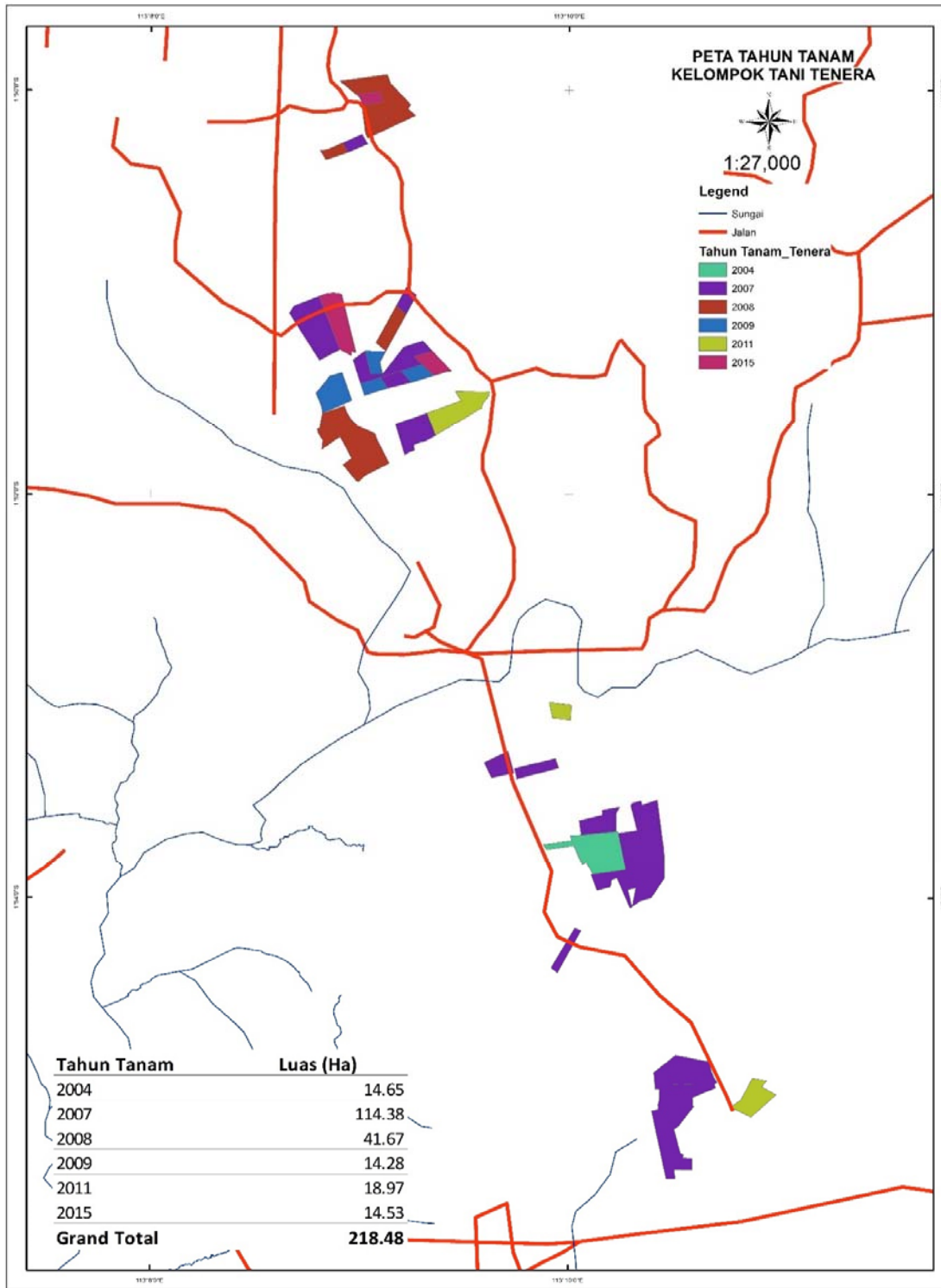


Figure 2. Operational Map of Kelompok Tani Tenera.



Abbreviations Used

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

| | | | | |
|------------|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|--------------------------------------------|
| 1.0 | SCOPE of the CERTIFICATION ASSESSMENT | | | |
| 1.1 | Assessment Standard Used | <ul style="list-style-type: none"> • RSPO Certification System for Principles and Criteria, 14 June 2017. • RSPO Management System Requirements and Guidance for Group Certification of FFB Production Revised Version as endorsed by the Board of Governors On 8th March 2018 | | |
| 1.2 | Organisation Information | | | |
| 1.2.1 | Organisation name listed in the certificate | Kelompok Tani Tenera | | |
| 1.2.2 | Contact person | Sugiyarno | | |
| 1.2.3 | Organisation address and site address | Village of Hampalit, Sub District of Katingan Hilir, District of Katingan, Province of Kalimantan Tengah, Indonesia | | |
| 1.2.4 | Telephone | +62 812 5092 700 | | |
| 1.2.5 | Fax | - | | |
| 1.2.6 | E-mail | giadianasyafitri@gmail.com | | |
| 1.2.7 | Web page address | - | | |
| 1.2.8 | Management Representative who completed the application for certification | Sugiyarno | | |
| 1.2.9 | Registered as RSPO member | No. 1-0248-18-000-00, dated 06 February 2020 | | |
| 1.3 | Type of Assessment | | | |
| 1.3.1 | Scope of Assessment and Number of Management Unit | Kelompok Tani Tenera consist of 35 Smallholders | | |
| 1.3.2 | Type of certificate | Single | | |
| 1.4 | Locations of Mill and Plantation | | | |
| 1.4.1 | Location of Certification Scope of Supply Base | | | |
| | Name of Supply Base | Location | Coordinate | |
| | | | Latitude | Longitude |
| | Adnan Tirta Mayogia | Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia | S 1°49'57.9458532" S 1°49'58.2983184" | E 113°8'58.3410768" E 113°9'4.255632" |
| | Alex Suyanto | Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia | S 1°51'50.1241392" | E 113°9'4.6953" |
| | Candra Saputra | Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia | S 1°51'10.68237" S 1°51'12.0287052" | E 113°8'45.8504916" E 113°8'43.8114048" |
| | Endang Fitri Subekti | Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia | S 1°51'8.456634" S 1°51'9.9882828" | E 113°8'50.1302544" E 113°8'48.2513028" |
| | Eritrina Magri Kurniawan S | Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia | S 1°51'15.430842" S 1°51'7.1445852" | E 113°8'55.8531708" E 113°8'53.1971376" |
| | Eritrina Monoyuniasih | Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia | S 1°51'10.375722" S 1°51'11.3837544" | E 113°8'47.101488" E 113°8'44.8144836" |

| | | | |
|----------------------|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| | Tengah Province, Indonesia | | |
| Erna Catur Purnawati | Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia | S 1°51'11.1614868" | E 113°8'54.4618356" |
| Erna Setyowati | Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia | S 1°51'31.76019" S 1°51'28.3302936" | E 113°8'49.3301796" E 113°8'54.3763608" |
| Fajar Mega Sari | Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia | S 1°54'51.0864372" S 1°54'57.453948" S 1°50'15.8227548" S 1°51'38.3652828" | E 113°10'32.695014" E 113°10'28.0863372" E 113°8'58.3084968" E 113°9'21.6600732" |
| Fajar Syamsudin | Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia | S 1°50'5.6163588" S 1°53'58.8325092" S 1°51'36.9366264" | E 113°9'3.4432488" E 113°10'21.0885132" E 113°9'24.5517768" |
| Fasokah | Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia | S 1°51'52.8635628" | E 113°8'59.0513964" |
| Gia Diana Syafitri | Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia | S 1°54'59.8998132" S 1°55'2.0496504" S 1°49'59.9566296" S 1°51'16.6588164" | E 113°10'33.7694916" E 113°10'28.2357984" E 113°9'0.8623296" E 113°9'16.4414304" |
| H. Sugiarno | Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia | S 1°54'51.4025604" S 1°54'51.2472636" S 1°55'6.0893832" S 1°50'8.7753876" S 1°50'5.8446564" | E 113°10'38.3373192" E 113°10'29.9347392" E 113°10'28.2905472" E 113°9'3.5755308" E 113°9'8.6712768" |
| Hadi Susilo | Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia | S 1°55'19.8317856" S 1°53'38.3910072" S 1°51'36.9132264" S 1°51'42.8136876" | E 113°10'31.1764692" E 113°10'5.8692936" E 113°8'51.5667336" E 113°8'58.4728584" |
| Haryono | Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia | S 1°51'2.71368" S 1°51'9.175104" | E 113°8'51.7801884" E 113°8'49.172802" |
| Hj. Lasmi | Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia | S 1°54'55.437498" S 1°55'1.5750732" S 1°55'7.8390084" | E 113°10'38.6552244" E 113°10'31.539522" E 113°10'26.5593432" |
| Jalu Saputra | Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia | S 1°54'15.5555496" S 1°53'21.4187892" | E 113°9'58.999104" E 113°9'50.4201204" |
| Okta Dwi Indriana | Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia | S 1°53'36.9351168" S 1°53'54.123342" | E 113°10'11.17722" E 113°10'19.0198452" |
| Parizon | Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia | S 1°53'4.3370484" | E 113°9'57.5353908" |
| Parti | Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia | S 1°51'23.8278348" | E 113°9'6.1668828" |
| Purwanto | Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia | S 1°50'2.3972424" S 1°53'55.8197916" S 1°53'42.4689612" S 1°51'22.385862" | E 113°9'2.7992664" E 113°10'15.9166128" E 113°10'18.2913204" E 113°9'22.0728996" |

| | | | |
|-----------------------|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| Samawati | Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia | S 1°55'16.2078708" S 1°53'35.3054364" | E 113°10'29.1788508" E 113°10'20.0261316" |
| Sarsini Lilis Ujianti | Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia | S 1°53'20.5888092" S 1°51'43.0289208" S 1°51'7.9282872" | E 113°9'40.0372272" E 113°9'12.7573128" E 113°9'10.105938" |
| Sri Suharni | Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia | S 1°53'53.4522192" S 1°53'34.1592504" S 1°51'35.5135536" S 1°51'41.1492816" | E 113°10'22.8061164" E 113°10'23.6321724" E 113°9'27.4354848" E 113°9'15.7547556" |
| Sugiantoro | Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia | S 1°53'54.5530128" S 1°53'42.1476756" S 1°51'39.7865016" S 1°51'13.4079264" | E 113°10'9.9804216" E 113°10'22.5703452" E 113°9'18.7761276" E 113°9'7.2050508" |
| Sumaji | Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia | S 1°51'39.718116" S 1°51'45.6532848" | E 113°8'52.2618108" E 113°9'0.1533132" |
| Sumarno | Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia | S 1°55'12.345654" | E 113°10'28.330968" |
| Sunarwi | Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia | S 1°53'45.5503884" S 1°53'47.51385" | E 113°10'15.799519" E 113°10'23.042316" |
| Tini | Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia | S 1°51'41.7261492" S 1°51'47.9808144" | E 113°8'53.7824436" E 113°9'1.5924492" |
| Trias Luhur Amengku | Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia | S 1°54'51.3310284" S 1°54'52.5887388" S 1°51'32.3065152" S 1°51'2.374236" | E 113°10'35.4876204" E 113°10'26.6730312" E 113°9'31.8356496" E 113°9'13.0516704" |
| Waluyo | Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia | S 1°53'54.2189544" S 1°51'20.0792628" S 1°51'25.847352" | E 113°10'25.553208" E 113°9'13.0216392" E 113°9'9.9316512" |
| Winarto | Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia | S 1°51'23.95251" S 1°51'27.7913556" | E 113°9'16.1324712" E 113°9'3.606552" |
| Yami | Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia | S 1°50'18.2771196" S 1°53'48.0141384" S 1°53'47.6389464" S 1°51'19.5382152" | E 113°8'52.3815396" E 113°10'18.924906" E 113°10'26.1945264" E 113°9'19.226898" |
| Zainul Arifin | Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia | S 1°51'20.36484" S 1°51'30.0591756" | E 113°9'4.0645332" E 113°8'51.6760476" |
| Akhmad Ikmal | Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia | S 1°54'55.8881928" S 1°55'0.4132344" | E 113°10'53.0456232" E 113°10'53.076288" |
| 1.5 | Description of Area Statement | | |
| 1.5.1 | Tenure | | |
| | • State | | - Ha |
| | • Community | | 223.92 Ha |

| | | | |
|-------|---------------------------------------------------|-----------------------------|-------------------------------|
| 1.5.2 | Area Statement | | |
| | • Total Area | | 223.92 Ha |
| | • Mature Area | | 218.48 Ha |
| | • Infrastructure (road, bridge) | | 2.25 Ha |
| | • Office and building | | 0.60 Ha |
| | • Emplacement (housing) | | 0.61 Ha |
| | • HCV | | 1.05 Ha |
| | • Other (Rubber plant) | | 0.93 Ha |
| 1.6 | Planting Year and Cycles | | |
| 1.6.1 | Age profile of planting year | | |
| | Planting Year | Hectarage (Ha) | |
| | | Kelompok Tani Tenara | Total |
| | 2004 | 14.50 | 14.50 |
| | 2007 | 113.10 | 113.10 |
| | 2008 | 43.69 | 43.69 |
| | 2009 | 14.41 | 14.41 |
| | 2011 | 18.67 | 18.67 |
| | 2015 | 14.11 | 14.11 |
| | TOTAL | 218.48 | 218.48 |
| 1.6.2 | New Planting area after January 2010 | | 32.78 ha |
| 1.6.3 | Planting Cycle | | 1 st Cycle |
| 1.7 | Description of Supply Base | | |
| 1.7.1 | Description of Certification Scope of Supply Base | | |
| | Name of Member Smallholder | Total Area (Ha) | FFB (tonnes/year) |
| | | | Yield (tonnes/ha/year) |
| | Adnan Tirta Mayogia | 2.98 | 91.99 |
| | Alex Suyanto | 2.51 | 77.48 |
| | Candra Saputra | 3.83 | 11823 |
| | Endang Fitri Subekti | 3.86 | 119.16 |
| | Eritrina Magri Kurniawan S. | 4.36 | 134.59 |
| | Eritrina Monoyuniasih | 3.90 | 120.39 |
| | Erna Catur Purnawati | 2.07 | 63.90 |
| | Erna Setyawati | 4.92 | 151.88 |
| | Fajar Mega Sari | 8.63 | 266.41 |
| | Fajar Syamsudin | 5.95 | 183.68 |
| | Fasokah | 2.59 | 79.95 |
| | Gia Diana Syafitri | 7.62 | 235.23 |
| | H. Sugiarno | 24.43 | 754.15 |
| | Hadi Susilo | 11.03 | 340.50 |
| | Haryono | 4.70 | 145.09 |
| | Hj. Lasmi | 11.28 | 348.21 |
| | Jalu Saputra | 6.53 | 201.58 |

| | | | |
|-----------------------|---------------|-----------------|--------------|
| Okta Dwi Indriana | 5.44 | 167.93 | 30,87 |
| Parizon | 2.66 | 82,11 | 30,87 |
| Parti | 6.60 | 203,74 | 30,87 |
| Purwanto | 7.83 | 241.71 | 30,87 |
| Samawati | 5.03 | 155.28 | 30,87 |
| Sarsini Lilis Ujianti | 9.04 | 279.06 | 30,87 |
| Sri Suharni | 8.46 | 261.16 | 30,87 |
| Sugiantoro | 9.46 | 292.03 | 30,87 |
| Sumaji | 4.71 | 145.40 | 30,87 |
| Sumarno | 1.44 | 44.45 | 30,87 |
| Sunarwi | 3.99 | 123.17 | 30,87 |
| Tini | 5.17 | 159.60 | 30,87 |
| Trias Luhur Amengku | 13.28 | 409.95 | 30,87 |
| Waluyo | 6.62 | 204.36 | 30,87 |
| Winarto | 4.65 | 143.55 | 30,87 |
| Yami | 7.24 | 223.50 | 30,87 |
| Zainul Arifin | 4.84 | 149.41 | 30,87 |
| Ahmad Ikmal | 6.28 | 193.86 | 30,87 |
| TOTAL | 223.92 | 6,912.49 | 30.87 |

**FFB production from September 2019 to August 2020*

| | | | |
|------------|---------------------------------------|-----------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| 1.8 | Tonnage of Product | | |
| 1.8.1 | Past Annual Claim Certified Product | Previous Certificate Claim 16 July 2019 to 15 July 2020 (tonnes/year) | Actual certified product 1 September 2019 to 30 August 2020 (tonnes/year) |
| | • FFB Production | 6,920.00 | 6,912.49 |
| | • CSPO Production | 1,384.01 | - |
| | • CSPKE Production | 181.35 | - |
| | • CSPKO Production | 164.65 | - |
| 1.8.2 | Product selling | | |
| | Tonnage of selling product | Period of actual selling product (1 September 2019 to 30 August 2020) | |
| | • CSPO sold as RSPO certified product | - | |
| | • CSPK sold as RSPO certified product | - | |
| | • CSPO sold under other scheme | - | |
| | • CSPK sold under other scheme | - | |
| | • CSPO sold as conventional | - | |
| | • CSPK sold as conventional | - | |
| 1.8.3 | Estimate Certified FFB Claim | | |
| | Name of Member Smallholder | Total Area (Ha) | FFB (tonnes/year) |
| | Adnan Tirta Mayogia | 2.98 | 94.75 |
| | Alex Suyanto | 2.51 | 79.81 |
| | Candra Saputra | 3.83 | 121.78 |
| | Endang Fitri Subekti | 3.86 | 122.73 |

| | | | |
|-----------------------------|---------------|-----------------|--------------|
| Eritrina Magri Kurniawan S. | 4.36 | 138.63 | 31.80 |
| Eritrina Monoyuniasih | 3.90 | 124.00 | 31.80 |
| Erna Catur Purnawati | 2.07 | 65.82 | 31.80 |
| Erna Setyowati | 4.92 | 156.44 | 31.80 |
| Fajar Mega Sari | 8.63 | 274.40 | 31.80 |
| Fajar Syamsudin | 5.95 | 189.19 | 31.80 |
| Fasokah | 2.59 | 82.35 | 31.80 |
| Gia Diana Syafitri | 7.62 | 242.29 | 31.80 |
| H. Sugiarno | 24.43 | 776.78 | 31.80 |
| Hadi Susilo | 11.03 | 350.71 | 31.80 |
| Haryono | 4.70 | 149.44 | 31.80 |
| Hj. Lasmi | 11.28 | 358.66 | 31.80 |
| Jalu Saputra | 6.53 | 207.63 | 31.80 |
| Okta Dwi Indriana | 5.44 | 172.97 | 31.80 |
| Parizon | 2.66 | 84.58 | 31.80 |
| Parti | 6.60 | 209.85 | 31.80 |
| Purwanto | 7.83 | 248.96 | 31.80 |
| Samawati | 5.03 | 159.93 | 31.80 |
| Sarsini Lilis Ujjanti | 9.04 | 287.44 | 31.80 |
| Sri Suharni | 8.46 | 269.00 | 31.80 |
| Sugiantoro | 9.46 | 300.79 | 31.80 |
| Sumaji | 4.71 | 149.76 | 31.80 |
| Sumarno | 1.44 | 45.79 | 31.80 |
| Sunarwi | 3.99 | 126.87 | 31.80 |
| Tini | 5.17 | 164.39 | 31.80 |
| Trias Luhur Amengku | 13.28 | 422.25 | 31.80 |
| Waluyo | 6.62 | 210.49 | 31.80 |
| Winarto | 4.65 | 147.85 | 31.80 |
| Yami | 7.24 | 230.20 | 31.80 |
| Zainul Arifin | 4.84 | 153.89 | 31.80 |
| Ahmad Ikmal | 6.28 | 199.44 | 31.80 |
| TOTAL | 223.92 | 7,119.86 | 31.80 |

* Projected FFB production for next license period

1.8.4

Estimate Certified Palm Product Claim

| FFB Processed (tonnes/year) | CPO | | CSPKO | | CSPKE | |
|-----------------------------------|---------------------|-------------------|---------------------|-------------------|---------------------|-------------------|
| | Out put (tonnes) | Extraction (%) | Out put (tonnes) | Extraction (%) | Out put (tonnes) | Extraction (%) |
| 7,119.86 | 1,424 | 20.00 | 160 | 2.25 | 196 | 2.75 |

*Extraction of CSPO, CSPKO and CSPKE from document "A seller Guide to RSPO Credits"

**Projected CSPO, CSPKO & CSPKE production for next license period

| | | |
|------------|-----------------------------|---|
| 1.9 | Other Certifications | |
| | Others | - |
| | | |

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| 2.0 | ASSESSMENT PROCESS |
| 2.1 | Assessment Team |
| ASA-2 | <p>1. Moh Arif Yusni (Lead Auditor). Indonesian citizen. Bachelor of Agriculture, majoring in Plant Protection. Has experience as an operational staff at a private oil palm plantation company in Indonesia on 2010 to 2012. Has attended several trainings, i.e.: ISO 19011, ISO 9001; ISO 14001, SA 8000, RSPO lead auditor, ISPO lead auditor, OHS expert, OHS auditor based on National Government No. 50/2012, SCCS, etc. Has conducting ISPO, RSPO and MSPO audit as an auditor and lead auditor with expertise on best management practices for estate and mill, legality, worker welfare, safety, social, environment, conservation, transparency, long term economic management plan and supply chain for palm oil mill aspects. During the audit, he verified Legality, Social and general requirements</p> <p>2. Haikal Ramadhan Kharismansyah (Auditor). Indonesian citizen, Bachelor of Agriculture department of plant and pest disease (Agrotechnology). He has 3 years experiences as an Agronomy Staff in private oil palm plantation in Indonesia. Training which had attended including Basic Management Development Program Agronomy, Integrated Urban Pest Management, Integrated Pest Management, ISO 9001: 2015, Lead Auditor ISPO, Lead Auditor RSPO, ISO 22000, SA 8000, ISO 14000 and SCCS. Has conducting ISPO and RSPO audit with expertise on best management practices, OHS, Worker Welfare, and SCCS. During this audit he verify Best Management Practices, OHS and Worker Welfare</p> <p>3. Yohanes Hardian. Indonesian Citizen. Diploma of Forest Resource Conservation, Faculty of Forestry, Bogor Agricultural University, specialist in the environment aspect and wildlife. Has Worked as Staff Rehabilitation project at WWF Central Kalimantan region. Had attended training HCV, has been involved in several activity of HCV Identification of Oil Palm Plantation. Has worked as an environmental staff on Oil Palm Plantation. Have been trained as ISPO auditors and have attended training Auditor ISO 9001 and ISO 19011, Legal documents in-house training with the ISPO commission. Training SIA Remark Asia 2016, Training Lead Auditor RSPO by Proforest-Daemeter 2016. Experience audit RSPO And ISPO Since 2014. During this audit, he assigned to verify, social aspect, environment aspect and HCV aspect</p> |
| 2.2 | Assessment Methodology, Assessment Process and Locations of Assessment |
| 2.2.1 | Figure of person days to implement assessment |
| ASA-2 | <p>Number of auditors : 3 Auditor. Number of days for ASA-1 at site : 3 days. Number of working days for ASA-1 at site : 9 Working days.</p> |
| 2.2.2 | Assessment Process |
| ASA-2 | <p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the Kelompok Tani Tenera to the requirements of RSPO Certification System for Principles and Criteria, 14 June 2017 and 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</p> <p>Kelompok Tani Tenera is an association of independent smallholders located in Katingan Regency, Province of Kalimantan Tengah with total numbers of members is 35 farmers, which divided into 5 Pal, i.e. Pal 1 (Rayon 1), Pal 4 (Rayon 2), Pal 5 (Rayon 2), Pal 8&9 (Rayon 3) and Pal 10&11 (Rayon 4).</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) interview, aiming to obtain more detailed information and cross-check the information; and (3) field observation, aiming to observe directly the sufficiency of implementation on site.</p> <p>The team of auditors started their trip from Jakarta to Palangka Raya and continued traveling to the site by land (90 minutes). Opening Meeting in the office of Kelompok Tani Tenera. The opening meeting was attended by the head of the association, ICS, and other related personnel.</p> <p>Public Stakeholder Notification was made on 14 September 2020 in PT Mutuagung Lestari Website. There is no written</p> |

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| | <p>negative feedback receive. Stakeholder consultation involved internal and external stakeholders.</p> <p>Meetings were held with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the association before discussions proceeded. The interviewer recorded comments made by stakeholders and these have been incorporated into the assessment findings. The comments made by external stakeholders were also taken into account in the assessment</p> <p>Structured worker and members interviews with male and female workers were held in private at the workplace. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers interviewed in informal meetings at their housing. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included in Appendix III.</p> <p>Commonly, the audit activities went smoothly with good support from the unit management. The presentation of documents is presented quite well by involving related personnel. The closing Meeting conducted the office of Kelompok Tani Tenera and attended by the head of the association, ICS, and other related personnel.</p> <p>Some opportunities for improvement of the results ASA-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-3.</p> <p>Improvement of findings from previous assessment findings was observed by auditors at this ASA-2 assessment. All information obtained was recorded in the Check List of PT Mutuagung Lestari (MUTU) and part of the ASA-2 report.</p> <p>For the assessment program please find Appendix 2.</p> |
| <p>2.2.3</p> | <p>Locations of Assessment</p> |
| <p>ASA-2</p> | <p>Number of smallholders in this certification activity is 35 smallholders. The sample size should then be determined by the formula $(0.8\sqrt{y}) \times (z)$, where z is the multiplier defined by the risk assessment. Multipliers are set as follows: Low risk = multiplier of 1,; Medium risk = multiplier of 1.2, and High risk = multiplier of 1.4. The risk of this assessment is medium</p> <p>Based on risk assessment KT Tenera categorized as medium risk its due to the groups that have homogeneity in several aspects but are not entirely uniform. There is no replanting or expansion, however Group management has a history of non-compliance. Based on that's formula the numbers of sampling is 09 (nine) farmers plots. 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> <ul style="list-style-type: none"> • Farmers Plot No 5.01 (3.93 Ha) Field Observation and interview related to association procedures (Legal, Agronomy, Labor and Environment aspect) • Farmers Plot No 5.02 (3.68 Ha) Field Observation and interview related to association procedures (Legal, Agronomy, Labor and Environment aspect) • Farmers Plot No 8.01 (4.37 Ha) Field Observation and interview related to association procedures (Legal, Agronomy, Labor and Environment aspect) • Farmers Plot No 11.3 (2,10 Ha) Field Observation and interview related to association procedures (Legal, Agronomy, Labor and Environment aspect) • Farmer Plot no 11.3(1,82Ha) Field Observation and interview related to association procedures (Legal, Agronomy, Labor and Environment aspect) • Farmers Plot No 8.02 (1.68 Ha) Field Observation and interview related to association procedures (Legal, Agronomy, Labor and Environment aspect) • Harvesting. Plot 1.07 – 1.11. Observations and interviews regarding harvesting procedures, OHS aspects, labor aspects • Manuring. Plot 4.09. Observation and interviews regarding manuring procedures, OHS aspects, and manpower |

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| | <p>aspects</p> <ul style="list-style-type: none"> • Hazardous Waste Temporary Storage. Observation and interviews regarding the management of hazardous waste, supporting facilities and infrastructure • Chemical Warehouse and Rinse House. Observation and interviews regarding chemical management and use of rinse houses • Employee housing. Observation and interviews regarding facilities and infrastructure for employee welfare • HCV 4.1 in PAL 11. Observation related management of HCV area. <p>Public consultation on 29 September 2020 community leader KM 24 at hampalit village</p> |
| 2.3 | Stakeholder Consultation and Stakeholders Contacted |
| 2.3.1 | Summary of stakeholder consultation process. |
| ASA-2 | <p>Consultation of stakeholders for <i>Kelompok Tani Tenera</i> held by:</p> <ol style="list-style-type: none"> 1. Public announcement at Mutu Certification International on September 14th, 2020. 2. Public consultation by interview with locals of the nearby village (Hampalit Village and 6 members of Tenera Smallholder) on 29 September 2020) 3. Public consultation by telephone with WWF on 29 September 2020 <p>Numbers of input from stakeholders were clarified by <i>Kelompok Tani Tenera</i>.</p> |
| 2.3.2 | Stakeholder contacted |
| | <i>Please find appendix 1</i> |
| 2.4 | Determining Next Assessment |
| | The next visit ASA-3 will be determined eight (8) month to twelve (12) month after date of annual license (March to July 2020). |

3.0 ASSESSMENT FINDINGS

3.1 Summary of Assessment Report of the RSPO Certification

Kelompok Tani Tenera operation consisting of thirty-five (35) smallholders. During the assessment, there were nil (0) Nonconformity were assigned against Major and minor Compliance Indicator, 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. MUTUAGUNG LESTARI found that Kelompok Tani Tenera complied with the requirements of RSPO Certification System for Principles and Criteria, 14 June 2017 and RSPO Management System Requirements and Guidance For Group Certification of FFB production 7 March 2016, Revised Version as endorsed by the Board of Governors on 8th March 2018.

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

| Ref Std. | VERIFICATION RESULT of MUTU-Certification |
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| Element 1 (E1): Group Entity and Group Management Requirements | |
| E1.1 The Group Entity shall be legally formed | |
| <p>E.1.1.1; E 1.1.3 Kelompok Tani Tenera was registered as RSPO member on 5 February 2018 with registration number: 1-0248-18-000-00.</p> <p>Kelompok Tani Tenera has legally formed as shows in Notary Public Act No. 50 dated January 22nd 2018. Notary was Devina Oktalina, S.H., M.Kn. based on Decree of Minister of Law and Human Right No. AHU-0513.AH.01.01 dated January 28th 2010. Legal Entity of Kelompok Tani Tenera as per Decree of Minister of Minister of Law and Human Right No. AHU-0000842.AH.01.07. Tahun 2018 dated January 24th 2018 about legalization of Kelompok Tani Tenera legal entity.</p> <p>In 2019 there are structural changes in kelompok Tani Tenera and its has been registered and approval based on Law and Human Rights Minister Decree number AHU-0000628.AH.01.08 year of 2019 dated 23 July 2019 about approval of amendment to the Legal Entity of Kelompok Tani Tenera with the following composition:</p> <ol style="list-style-type: none"> 1. Sugiyarno (Group Manager) 2. Gia Diana Syafitri (secretary) 3. Lasmi (Treasurer) 4. Candra Saputra (member of Supervisory board) 5. Hartono (member of Supervisory board) 6. Trias Luhur Amengku (Head of Supervisory) <p>E 1.1.2. Based on documents verification and interview with group manager it was known the members of Kelompok Tenera are 35 members and there is no new member since last assessments. The association can present statement letter from all member to join with Kelompok Tani Tenera that they will be followed all regulations, procedures and policy that ruled by Kelompok Tani Tenera and will support all initiatives and Certification of RSPO.</p> <p>The acceptance of new member ruled in procedure of new member recruitment association (POKTAN-TENERA-SOP-45) dated 10 July 2019 with the purpose to:</p> <ol style="list-style-type: none"> 1. To synchronize the procedure for admitting new group members 2. Make the internal group effective so as to reduce unwanted risks <p>Apart from that, as part of completing the acceptance of new members are:</p> | |

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| <p>1. Form for admitting new prospective members 2. Statement to join with association 3. Letter of agreement to become a member signed by both parties</p> | |
| Status: Comply | |
| E1.2 The Group shall be managed by a Group Manager | |
| E.1.2.1; E.1.2.2 | |
| <p>In 2019 there are structural changes in kelompok Tani Tenera and its has been registered and approval based on Law and Human Rights Minister Decree number AHU-0000628.AH.01.08 year of 2019 dated 23 July 2019. It concerning about approval of amandement to the Legal Entity of Kelompok Tani Tenera with the following composition:</p> <ol style="list-style-type: none"> 1. Sugiyarno (Group Manager) 2. Gia Diana Syafitri (secretary) 3. Lasmi (Treasurer) 4. Candra Saputra (member of Supervisory board) 5. Hartono (member of Supervisory board) 6. Trias Luhur Amengku (Head of Supervisory) | |
| <p>Based on interview with Group Manager obtained information that he was understood and can be demonstrate about RSPO requirement including Human Resources, Financial, Environment and Best Management Practices.</p> | |
| E.1.2.3; E.1.2.4. | |
| <p>During audit conducted there are two-person administration who help Group Manager to maintenance RSPO standard documentation. Therefore, there are also Internal Control System in Charge who maintenance RSPO standard implementation on the field.</p> <p>During audit conducted there are two person administration who help Group Manager to maintenance RSPO standard documentation. Therefore there are also Internal Control System in Charge who maintenance RSPO standard implementation on the field. Based on interview with six smallholders member sighted that there were aware about certification process and requirement. The Group Manager has conducted annual socialization to the all member about RSPO certification.</p> | |
| Status: Comply | |
| Element 2 (E2): Internal Control System – Policies and Management | |
| E2.1 The Group Internal Control System shall contain documented policies and procedures for operational management. | |
| E 2.1.1. | |
| <p>The Tenera Smallholder Group has a document of Integrity Pact Policy of Corporate Governance and Code of Conduct at Tenera Smallholder, signed by Tenera Smallholder Group Manager on 02 February 2018. It has been shown evidence of Socialization of Integrity Pact of Tenera Smallholder Group, such as Minutes of Meeting, Attendance List Participants & Photos (02 April 2018). There is also an Integrity Pact document (Statement) which has been signed by Tenera Smallholder Group Employees. All procedures, has describes in RSPO P&C as per related indicators. For example, procedure of best management practices is presented in several documents (No. POKTAN-TENERA-PTKS-PMB-01 to No. POKTAN-TENERA-PTKS-PLM-12, issued by Group Manager on July 1st 2017.</p> <p>The Group Manager has been implement the procedures and has been observed in the form of Map of Association Member, map of each member polygon with geolocation, organization structure with their job description and responsibilities, member requirements and the documentation in Personal File, documentation of internal audit, etc</p> | |
| E 2.1.2. | |
| <p>Regarding document management, the association has a document control SOP (Poktan-TENERA-SOP-PD-02) dated July 1, 2017 which aims to control the document management system for quality, safety and health and the environment</p> | |

so that the documents used are the most recent.

Based on monitoring at the Association Office, the Group Manager has maintained documentation for each member which includes but is not limited to, a list of names and contact details, polygon and geolocation maps, copies of land rights / rights, plantation areas, production and taxation data, training records awarded, a statement of joining the association and willingness to be involved in RSPO certification, etc.

E 2.1.3.

In the SOP for Document Management (it is explained that the data and document retention period is at least 5 years as stated in the SOP for Records Control (POKTAN_TENERA-SOP-PC-03 dated 1 July 2017). Observations during the audit show that the filing system has been carried out properly and studies audit documents can be carried out smoothly. The PIC who is responsible for document storage is the Secretary

E 2.1.4.

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

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

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

Status: Comply

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

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

E 3.1.1. E3.1.2; E 3.1.3.

Group Manager has implementing annual internal audit where the checklist is presented in document No. POKTAN- Group Manager has implementing annual internal audit where the checklist is presented in document No. POKTAN-TENERA-SOP-IA-21. Procedure of internal audit is presented in document No. POKTAN_TENERA-SOP-IA-00 dated July 1st 2017 which mentioned that internal audit shall be conducted annually. For example, Internal audit was conducted on 02 February 2020 by group ICS, there are several nonconformities. All non conformity has been follow up by association

Tenera farmer groups are groups that have homogeneity in several aspects but are not entirely uniform. There is no replanting or expansion, however Group management has a history of non-compliance. So the risk assessment is medium

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

E 3.1.4.

Based on document POKTAN-TENERA-SOP-IA-21 there are statement that internal audit will be conducted by person who have no interests. Until ASA-2 is implemented there is no new member in tenera smallholder group.

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.

E 3.2.1;

Based on document verifications, it was known if Kelompok tani tenera has been documented record FFB produced from the RSPO certified area every month according to the actual production of each member. Furthermore, during the license period 16 October 2019 - 15 October 2020, based on the results of document verification, crosscheck to palm trace and interviews with the association it was found that there were no RSPO certified FFB sellers but there were sales on credit

to CSPO, CSPKO and CSPKE with a volume of 1028 MT for CSPO, 141 for CSPKO and 115 for CSPKE. In this regard, the association has the opportunity to improve performance by:

1. Documenting FFB recording according to the license period including the projection of excess production from that stipulated by the certification body
2. Monitor product sales on credit in accordance with the number of productions

(OFI 01)

E.3.2.2; E 3.2.3; E 3.2.4 & E.2.5.

Based on document verification, interview with group manager, and field observation it was known the association has been ensured if that certified FFB production is not mixed with non-certified FFB through separate harvesting and transportation activities. based on the results of document verification, crosscheck to palm trace and interviews with the association it was found that there were no RSPO certified FFB sellers but there were sales on credit to CSPO, CSPKO, and CSPKE

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| | Status: Comply | |
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| Ref Std. | VERIFICATION RESULT of MUTU-Certification | |
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| 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>1.1.1. SOP on transparency and communication with the document number POKTAN_TENERA-SOP-TK-39 which was approved by the <i>POKTAN</i> Manager on July 1st, 2017. This procedure explains the mechanism of information delivery and supporting administration in all work units in POKTAN.</p> <p>Documents that can be accessed by the public include:</p> <ol style="list-style-type: none"> 1. Licensing documents 2. Smallholders Group Report Documents. 3. Work Process or standardization documents. 4. Physical business-related documents and general documents. Such as Smallholder group organizational structure, Data of Employees of smallholder Groups, Map of rivers in the POKTAN area, HCV report and plan management etc. <p>POKTAN determines the types and classifications of documents that are non-public and can be accessed with the approval of the POKTAN Manager such as Profit / loss, Data on land acquisition payments, Establishment of deed of smallholders.</p> <p>1.1.2 Based on information of incoming and outgoing letters of the <i>POKTAN</i> for the 2019-2020 period, there is no incoming information. Based on interviews with community leaders RT 24 in the village of Hampalit it is known that every request for information has been submitted.</p> | | |
| Status: Comply | | |
| 1.2 Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes. | | |
| <p>1.2.1. Based on information of incoming and outgoing letters of the <i>POKTAN</i> for the 2019 period, there is no incoming information.</p> <p>Based on interviews with community leaders in the village of Hampalit it is known that every request for information has been submitted through informal meetings such as in group social gathering activities and other activities.</p> <p>1.2.2. <i>POKTAN</i> determines the types and classifications of documents that are non-public and can be accessed with the approval of the POKTAN Manager such as Profit / loss, Data on land acquisition payments, Establishment of deed of smallholders.</p> | | |
| Status: Comply | | |
| 1.3 Growers and millers commit to ethical conduct in all business operations and transactions. | | |
| <p>1.3.1. POKTAN tenera already has an Integrity Pact Policy document for the Implementation of Corporate Governance and Code of Conduct at POKTAN tenera, signed by the Tenera Farmer Group Manager, on 15 June 2020 which contains, among others:</p> <ul style="list-style-type: none"> • Not conducting communication / conversations that lead to corruption, collusion and nepotism. • Do not practice corruption, collusion and nepotism. • Will report to the authorities / authorities if they know of any indication of Corruption, Collusion and Nepotism. | | |

- Employees who have good judgment, are committed and behave in a professional manner to protect POKTAN Tenera from potential conflicts.

POKTAN tenera shows evidence of the socialization of the Code of Conduct which was held on June 15, 2020 which was attended by 10 harvest and maintenance workers

Status: Comply

PRINCIPLE #2 COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

2.1

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

2.1.1.

POKTAN shows a list of compliance with regulations passed by the POKTAN Manager on January 12, 2020, informing the number of regulations, regarding the application method, PIC, status of fulfillment and information, for example, Central Kalimantan Governor Regulation No.188.44 / 546/2019 concerning district / city minimum wages and district sectoral minimum wages / City in Central Kalimantan Province in 2020.

Plantation Aspect

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

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

Environment.

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

OHS and workers welfare.

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

Agronomy Aspects

- The use of oil palm seeds recognized by the Indonesian government, including: Marihat (Simalungun) from PPKS and Topas from Asian Agri
- Has implemented and socialized the zero burning method policy to all members
- Using pesticides that have been registered in the pesticide information system (*pesticides.id*) owned by the Directorate General PSP of the Indonesian Ministry of Agriculture

2.1.2.

POKTAN Tenera has documentation which includes written information regarding legal requirements, it must be maintained. This information is contained in the POKTAN Tenera Legal and Regulatory Register document which consists of Work Safety and Safety Aspects, Environmental Aspects, Plantation Management Aspects and Land Legality, Labor Aspects.

2.1.3 & 2.1.4.

Internal Audit regulatory updates have been carried out and compiled by the Poktan admin and Poktan secretary. The information is contained in the PoktanTenera Law and Regulations List document code of 001, 002, 003 & 004 Rev.0, ratified on January 12, 2020

Status: Comply

2.2

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

2.2.1.

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

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

For example:

- SHM from National Land Agency of Katingan Regency Number 00100 dated 5 December 2016 with area 26,590 m².
- SHM from National Land Agency of Katingan Regency Number 01048 dated 21 December 2016 with area 23,984 m².
- SHM from National Land Agency of Katingan Regency Number 00066 dated 11 November 2016 with area 18,603 m².

Based on documents verifications and interview with management it was known since last assessment there is no new member or extension scope of certifications

2.2.2.

Kelompok Tani Tenera has document boundary stone maintenance POKTAN-TENERA-SOP-PSHM-29 dated 1 July 2017. All Group member conducted regularly maintenance every four months. For example: maintenance record on June 2020, sub group 1: 17 poles on good condition, sub group 2: 22 poles on good condition, sub group 3: 42 poles on good condition, and sub group 4: 11 poles on good conditions. Based on field observation to sub group 4 pole number 12 and number 14 on good conditions. Field observation result on smallholder’s land sampled, known that the boundary has been clearly demarcated by maintained boundary poles, drain, out boundary path. There is no indication of planting outside the boundary or land dispute. It is also been verified by public consultation with stakeholders

2.2.3.

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

2.2.4 & 2.2.5.

As mentioned in Indicator 2.2.3, it could be concluded that there were no land conflict or occupation within Tenera

Smallholder Group operational areas. This is confirmed during field observation and interview with Kelompok Tani members, as well as community representatives from Village of Hampalit.

2.2.6.

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

Status: Comply

2.3

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

2.3.1.

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

However, evidence of FPIC on Tenera Smallholder membership could be shown in document of Agreement Letter which signed with IDR 6,000 legal stamp (*meteral*) by all Smallholder Group members and Group Manager. Furthermore, document of statutes and post-secondary law has signed by Group Manager, Secretary, Treasurer and Chief of Hampalit Village on February 2nd 2017 and February 4th 2017, respectively. Based on documents verifications and interview with management it was known since last assessment there is no new member or extension scope of certifications

2.3.2 & 2.3.4.

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

Status: Comply

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

3.1

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

3.1.1 & 3.1.2

The association has a long-term plan for the period 2020 - 2022 prepared by the group manager on January 1, 2019. The plan includes projected costs and revenues as follows:

| Description | UoM | 2020 | 2021 | 2022 |
|--------------|--------------|--------|--------|--------|
| Production | IDR Million | 10,865 | 12,922 | 15,309 |
| Fertilizer : | | | | |
| Anorganic | IDR Million | 1,324 | 1,324 | 1,324 |
| Organic | IDR Thousand | 321 | 321 | 321 |
| Pesticide | | | | |
| Glyphosate | IDR Thousand | 12,780 | 12,780 | 12,780 |
| Methyl | IDR Thousand | 4,935 | 4,935 | 4,935 |

In addition to the cost plan, the association also has an annual FFB production plan of 7,244 tonnes in 2020, 8,077 tonnes in 2021, and 9,007 tones in 2022. The long-term plan is used as a reference frame for the preparation of the annual work plan. While replanting will not be implemented in the near future because the oldest plant is still 16 years. As stated by the group manager, in 2029 there will likely be replanting. Even then, if production has decreased.

Status: Comply

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

4.1**Operating procedures are appropriately documented and consistently implemented and monitored.****4.1.1**

Procedure of best management practices is presented in several documents, issued by Group Manager on July 1st 2017, presented as follows:

- No. POKTAN-TENERA-PTKS-PMB-01 about technical guidelines.
- No. POKTAN-TENERA-SOP-02 about land preparation.
- No. POKTAN-TENERA-SOP-03 about road and bridge construction and maintenance.
- No. POKTAN-TENERA-SOP-04 about drainage construction and management.
- No. POKTAN-TENERA-SOP-05 about soil and water conservation.
- No. POKTAN-TENERA-SOP-06 about planting of land cover crop.
- No. POKTAN-TENERA-SOP-07 about oil palm planting.
- No. POKTAN-TENERA-PG-08 about weeds control management.
- No. POKTAN-TENERA-PPK-09 about manuring.
- No. POKTAN-TENERA-HPT-10 about integrated pest management.
- No. POKTAN-TENERA-SOP-11 about harvesting.
- No. POKTAN-TENERA-PTKS-PLM-12 about marginal land management.

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

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

Procedure of safe working practices of agrochemicals application is presented in document of "Hazard Identification Risk Assessment and Control (HIRADC) dated July 1st 2017 and the respective Material Safety Data Sheet (MSDS) of products.

All procedure mentioned above are available on the Office. Group Manager mentioned that socialization of procedure has given through daily morning briefing. Based on the field observation to plot 4.09, during the dolomite manuring activity, the workers were able to explain how to work safely for themselves and for the environment. Workers can also explain about the application of fertilizer on target and the right dose. During harvesting activities in plots 1.07 and 1.11, workers can explain the criteria for ripe fruit and a description of the harvester

However, based on the document verification and field observation, there are several procedures that are less relevant according to the operational scale. For example, in SOP POKTAN TENERA SOP PP 31 on occupational health and safety, environmental protection, use and control of pesticides in point "a" concerning handling during transportation and distribution of pesticides and point "b" regarding handling during storage of pesticides in warehouses Related to this, the association has the opportunity to readjust all its procedures according to the scale of operational activities. **OFI**

4.1.2 & 4.1.3

To ensure consistency in the implementation of the procedure, there are several activities as follows:

- Morning briefing and regular visits by Group Manager and Head of Farmer Group every two weeks to farmer group plots
- Monthly meetings between farmers, head of farmer groups and group managers, including discussing operational activities
- Assessment of FFB quality by Group Manager and Head of Farmer Group

Association Shows records of inspection results and follow-up, including records of results of quality checks and fruit quality for PAL 1 carried out by the Group Manager and Field Officers in February 2020. The results of the examination state the quality value of FFB ripeness is > 95% while for weed control and fertilization has a value > 90%. Some loose fruit were still found, for example in plot 1.09 and uncontrolled woody growth. The follow-up to these findings is the Group Manager together with the Chair of the Farmers Group to make a plan to control woody growth in March 2020. At the conclusion of the inspection results it was stated that the overall quality of the FFB and the quality of the upkeep in PAL 1 were very good

4.1.4.

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

Status: Comply

4.2

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

4.2.1

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

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

Based on the interviews with manuring workers in plot 4.09, it was found that workers had understood how to work safely both for themselves and for the environment. Workers can also explain the type of fertilizer used, namely dolomite with a dose of 1 kg / Oil Pam . To ensure the correct dose is used a calibrated bowl

4.2.2

Manuring carried out by the Tenera Farmer Group is based on recommendations prepared by the BGA Plantation Group Research Department in accordance with IOM No: 038 / IOM / RSC-BGA / IX / 2019 dated September 2, 2019. As stated by the group manager, although currently BGA group not directly fostering the Farmer Group, but the preparation of manuring recommendations still helps to provide recommendations. The types of fertilizers recommended include NPK, Urea, and MOP. The realization of manuring for 2020 is as follows:

| Type | Aplication (Ton) |
|------|------------------|
| NPK | 166.08 |
| MOP | 55.36 |
| Urea | 24.37 |

Apart from the recommended fertilizers, the Tenera Farmer Group also applies dolomite fertilizer especially for areas with sandy type soil. The reference dosage used is as stated on the product label. Fertilization arrangements, schedules, and labor are carried out by the group manager with the hope that all members of the farmer group get the same quality of fertilization. By the time ASA-2 was carried out, the urea, NPK, and MOP fertilization had been completed while dolomite fertilization was adjusted to the actual conditions in the field.

4.2.3

Soil Sampling Unit

Conducted on 23 August 2019 by the BGA Research Department. In accordance with the results of Sample Analysis No. 003S / AL-BGA / VIII / 2019 the parameters tested include pH, C-Organic, N, P, Ca, MG, K and NH4

Leaf Sampling Unit

Implemented on August 9, 2019 by the BGA Research Department. In accordance with the results of sample analysis No 003L / AL-BGA / EXT / III / 2019 the parameters tested include N, P, K, Mg, Ca, B, and Cu

Thus, it can be concluded that the Tenera Farmer Group already has information on the results of soil and leaf analysis and is carried out regularly.

4.2.4

Tenera Farmer Group has implemented several strategies for nutrient recycling as follows:

- Empty Fruit Bunch Application: The dosage used is 200Kg / Oil Palm. As of August 2020, 69 tons of EFB in PAL1 and 18 tons of EFB in PAL4 have been realized. EFB is prioritized for areas with low fertility (sandy)
- Arrangement of Fronds in a U-Shape model
- Using manure from cow dung at a dose of ± 25 kg / Oil Palm / year. The application of manure can be seen in PAL 4 and applied with a slow release system (manure is put into a sack and torn off the top)

Based on the field observation to plots 1.07 and plots 4.09 , it was found that EFB was applied to interrow around the oil palm that was not covered by U-shape frond

Status: Comply

4.3

Practices minimize and control erosion and degradation of soils.

4.3.1

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

In areas of low fertility and sand, organic fertilizers were applied in the form of Empty Fruit Bunch and Manures

4.3.2

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

| Slope | Classification | Area (Ha) |
|--------------------|----------------------|---------------|
| 0 – 2 ^o | Flat | 101.33 |
| 2 – 4 ^o | Gently Undulating | 110.16 |
| 4 – 6 ^o | Undulating | 12.43 |
| Total | | 223.92 |

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

4.3.3

The association shows minutes of road maintenance which will be held on March 27, 2020 (PAL8) and on July 27, 2020 (PAL4). The road treatment uses laterite to pave the bumpy roads. For potholes, repairs are in the form of backfilling with crushed stones first and then covered with laterite.

Based on the results of field visits to plots 1.7 to 1.10 and plots 4.09, it was found that the road conditions were in good condition and easily traversed by FFB transport vehicles.

4.3.4 & 4.3.5

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

4.3.6

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

- Manuring activity with the right dose according to recommendations from the PT WNL Research Department (BGA Group)

- EFB mulching.
- Organic fertilizer application.
- Selective weeding and pruned frond placement which aims to retain soil moisture on the field.

Based on the field observations, it is known that EFB applications have been carried out in PAL 4 and PAL 1. Apart from that, conservation of soft ferns (*Nephrolepis biserrata*) has also been carried out through selective spraying methods and frond preparation in interrow.

Status: Comply

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

4.4.1.

POKTAN Tenera has a policy No 005 / P-TNR / SK / VII / 2017 dated 1 July 2017 to protect the water boundaries located within the area of the Tenera Farmer group. The form of planning that is taken is not spraying around the river border area.

4.4.2.

POKTAN Tenera shows evidence of the implementation of the HCV program in 2020 as follows

- The socialization of the HCV area on 22 June 2020 was attended by 10 employees with the aim that employees know and maintain HCV and maintenance workers are prohibited from sprinkling fertilizers or spraying HCV areas
- Monitoring dated 22 June 2020 showed that there was no chemical spraying in the area of Pal 11 Springs.
- Based on the results of the visit to pal block 11, it was found that there had been an HCV information board installed.

4.4.3.

Based on interviews with the Farmers Group Manager and field observations, it was found that POKTAN did not have wastewater management because there was no mill so there was no BOD measurement for liquid waste.

4.4.4.

The results of the interview with the Farmer Group Manager and field observations show that POKTAN does not have a mill so it does not have a record of monitoring water use per tonne of FFB for mill.

Status: Comply

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

4.5.1

The IPM plans listed in procedure No. POKTAN-TENERA-HPT-10 dated 1 July 2017 concerning Integrated Pest Management. The realization of the plan, for example, is indicated by the following Pests observations in August 2020:

| PAL | Area (Ha) | Nettle Caterpillar (%) | Oryctes (%) | Rat (%) |
|-----|-----------|------------------------|-------------|---------|
| 1 | 38.91 | 0.25 | 1 | 0 |
| 04 | 54.63 | 0 | 1,5 | 0 |
| 5 | 10.27 | 0.20 | 0 | 0 |
| 8 | 97.59 | 0.15 | 0 | 0.25 |
| 11 | 22.52 | 1 | 1,5 | 0 |

Based on the field observation to plot 1.10 and plot 4.09, it was found that there were no signs of a population explosion of Palm Leaf Eating Caterpillar, Rats, or Oryctes. The plant figures are still in good condition with visually good visible leaves and fruit.

For biological control, the association implements beneficial plants of the turnera type. The plants were planted on the roadside of CR and MR. The beneficial plant nursery is found at PAL1. The use of owls, as explained by the group manager, will be difficult to realize considering the land is in the form of a spot and borders residents

4.5.2

The recording of the training on IPM that has been carried out by the Tenera Farmer Group is on August 1, 2020 at the

Farmer Group office and was attended by 10 participants. The speaker is the Tenera Farmer Group's Field Officer

Based on the interviews with representatives of farmer and worker groups such as in PAL 8 and PAL 4, it is known that workers and land owners are aware of potential pests of oil palm such as rats; Nettle Caterpillar; and Oryctes. So far, employees also function as initial information providers if any signs of pests are found on the land. In addition, workers can also explain the characteristics of oil palm plants that are infested by pests or diseases

Status: Comply

4.6

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

4.6.1

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

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

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

4.6.2

Records of pesticide use by tenera farmer groups as listed in the monthly pesticide use report (period January - August 2020) are as follows:

| Brand | a.i | Usage | Aplication (Ha) | ingreident/Ha |
|-----------|--------------------|--------------|-----------------|---------------|
| Kleen Up | Gltphosat | 412.20 litre | 608.91 | 0.67 |
| Metafuron | Methyl Metsulfuron | 54.79 Kg | 608.91 | 0.08 |

* Information about LD50 is available on each MSDS product

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

4.6.3

The IPM applied by the Tenera Farmer Group is basically part of the strategy to minimize the use of pesticides. The application of pesticides to control pests and diseases is always based on the results of the census of pests and diseases.

In addition, the biological control plan that is established, such as planting beneficial plants, is also expected to be able to assist in reducing pest populations. Based on the recap of pesticide use of the Tenera Farmer Group for the period 2019 and 2020, it is known that the type of agrochemical whose use is reduced is from the insecticide and rodenticide groups. Because during that period there was no application of insecticides or rodenticides in the field

4.6.4

The policy not to use WHO class 1A and 1B pesticides and paraquat is stated in the Decree of the Members of the Tenera Farmer Group No: 008 / P-TNR / SK / VIII / 2017 from the Poktan manager dated 03 August 2017 concerning Herbicide Recommendations that state Herbicides class 1A and 1B and paraquat subsequently fell out of use in weed control.

Based on field observation to the chemical warehouse of tenera farmer groups, it was found that the types of pesticides

used were the active ingredients glyphosate and methyl metsulfuron which were not included in the WHO 1A and 1B categories.

4.6.5

Pesticide handling training that has been carried out includes the following:

- Socialization on the use of PPE and spraying technique on March 14, 2020, attended by 5 members of the spraying team
- Socialization of Spraying Worker outfit standards on July 11, 2019 by the field officer. The socialization focuses on understanding the procedures for handling pesticides, which explains the spraying clothes as much as possible to protect the whole body (no torn parts)

Based on the interviews with the spraying team in plot 4.09, it was found that workers had been able to explain well how to apply pesticides. At the time of the audit the spray team was doing fertilizer work. PPE for work is stored properly in the PPE storage warehouse

4.6.6.

Procedure of pesticide handling is presented in document No. POKTAN-TENERA-PG-08 about weeds control management and No. POKTAN-TENERA-HPT-10 about integrated pest management. Both procedure were issued by Group Manager on July 1st 2017. Based on the results of visits to the pesticide warehouse, it was found that the tenera farmer groups had storage areas and had been equipped with MSDS. Based on the results of the field visit, it was found that pesticides had been stored in a separate place and separated from other materials. Regarding the storage location, the association has the opportunity to complete information related to Occupational Safety and Health and protection from potential environmental pollution, for example from leaks, spills, etc. in accordance with its procedures (SOP for Health and Safety, Environmental Protection, Use and Control of Pesticides - POKTAN - TENERA - SOP - PP -31) (OFI)

Based on the field visits and interviews with 6 members of farmer groups, it was found that pesticide application was carried out by a special team which was regulated, including in the case of selecting pesticide use, which was regulated by the group manager so that it could be ensured that there was no use of paraquat or use of pesticides of class 1A and 1B. In addition, from the results of the visit to the pesticide storage warehouse, there were no paraquat and class 1A and 1B WHO pesticide

4.6.7

The association has been able to prove the use of pesticides by means of methods that minimize negative impacts. This is indicated by the following evidence:

- The pesticide applicator is a special person who has received regular training
- Provision of PPE for the spray team who have paid attention to MSDS and the hazards of pesticide use
- Provide a special place for storing and mixing pesticides, including a place for storing knap sacks.
- Provide a rinse house
- Using registered and legal pesticides
- Carry out medical checks for pesticide applicators

Based on interviews conducted with manuring workers who were also spraying workers in plot 4.09, it was concluded that workers understood and knew the impacts and risks of applying pesticides, which are toxic chemicals. Workers also said that so far there had been no complaints about poisoning or irritation.

In previous assessment (ASA-1) there are non conformity if the use of pesticides by the Tenera Smallholder has not been fully consistent in applying methods that can minimize risks and negative impacts (NCR 2019.02). related those non conformity based on verifications during ASA 2 Audit The association provides evidence of improvement in the form of:

1. Minutes of the herbicide mixing training on 10 August 2019
2. Example of monthly surveillance conducted by ICS

In addition, based on the results of interviews and field visits, it is known that workers have understood the SOP for

Occupational Health and Safety, Environmental Protection, Use and Control of Pesticides. In chemical applications, workers have also used sleeves and trousers and provided PPE according to the results of the risk analysis

Based on the root cause analysis, the corrections and corrective actions of non-conformities have been declared fulfilled

4.6.8.

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

4.6.9

Pesticide handling training that has been carried out includes the following:

- Socialization on the use of PPE and spray technique on March 14, 2020, attended by 5 members of the spray team
- Socialization of Spraying Worker outfit standards on July 11, 2019 by the Summit Field Extension Unit. The socialization focuses on understanding the procedures for handling pesticides, which explains the spray clothes as much as possible to protect the whole body (no torn part)

The pesticide applicator in the tenera farmer group is a special person who has received regular training (permanent spraying team).

4.6.10.

Based on the results of interviews with POKTAN management, it was found that hazardous waste in the form of pesticide packaging was collected in the hazardous waste storage transit, then when it was full, it was transported to hazardous waste storage which was licensed by PT WNA's SCME (Sungai Cempaga Estate). POKTAN already has a collaboration for the storage & transportation of Hazardous and Toxic Material waste with PT WNA. POKTAN shows an example of handover of Hazardous and Toxic Material number 003 / SCME / 22 / VII / 2020 on July 22, 2020 from POKTAN Tenera to SCME (Sungai Cempaga Estate) PT WNA with the following types of Hazardous and Toxic Material waste:

- Spray tool = 2 pcs
- EX Ken Glyphosate = 10 pcs
- EX metafuron = 10 pcs

4.6.11

The association carried out a medical examination for the spray team on September 10, 2020. The composition of the spray team itself is 4 men including the foreman and 1 woman. The medical examination includes general and laboratory physical examinations. Based on the results of the CHE examination, it is known that there is one worker whose CHE value is outside the normal range. However, if you look at the type of pesticide used, it does not come from the carbamate and organophosphate groups which do not affect the performance of the CHE enzyme. A more detailed explanation is provided in indicator 4.7.1

4.6.12

Group Manager stated that pregnant and breastfeeding worker were prohibited to works with agrochemicals. This policy is presented in Manager Decree No. 016/P-TNR/SK/VIII/2017 dated August 1st 2017. According to employees' record and information from unit management, it was known that there were one female agrochemicals (pesticide and fertilizer) applicators. Currently, there are no pregnant and breastfeeding workers

Status: Comply

4.7

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

4.7.1

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

One of Tenera Smallholders occupational health and safety plans is to carry out regular medical check for employees identified as having high work risks. The implementation of health checks was carried out for 4 pesticide applicators and 1 supervisor by the Prodia clinic on September 10, 2020. Based on the results of the examination, it was found that the Cholinesterase (CHE) level of 1 worker was not within the normal quality standard range. From the list of pesticides used, it is known that the association only uses pesticides with active ingredients glyphosate and methyl metsulfuron which are not included in the organophosphate and carbamate class pesticides which have the effect of being an inhibitor of the CHE enzyme. Thus the Tenera Smallholder likely to :

1. Ensuring and re-evaluating the plan and type of medical examination to be performed
2. Ensuring the handling / follow-up mechanism if the results of the Health examination are found to be abnormal conditions (OFI)

4.7.2

Smallholder group management has carried out hazard identification risk assessment determining (HIRADC) which presented in document Risk Assessment, issued by Internal Control System (ICS) and Group Manager on January 2020. In general among activities which covers on the analysis are harvesting, FFB transportation, loader, pesticide application, manuring, pruning, road maintenance, manual upkeep, Office activities, management of hazardous material and hazardous material waste management

4.7.3

The association shows a training record regarding occupational health and safety aspects as well as an example of giving PPE in accordance with the results of the risk analysis as follows:

- Socialization of how to work and handover of PPE manuring team on March 14, 2020 to 5 workers. The PPE provided includes rubber gloves and an apron. Meanwhile, the content of the socialization included safe working methods and proper fertilization methods
- Socialization of how to work and handover of PPE for the spraying team on March 14, 2020. The PPE provided includes goggles, boots, apron, spray mask, rubber gloves and helmets.

Manuring and spraying activity are carried out by the same team, so the number of workers working with chemicals is 5 people..

4.7.4

The Tenera Farmer Group has an Occupational Safety and Health Structure. As informed by the Group Manager and the Head of Occupational Health and Safety at the Tenera Smallholder, it is known that routine meetings are held at least once a month. Examples of recorded meetings include April 13, 2020, with a discussion of basic first aid skills and safe working methods to achieve zero work accidents. The meeting was attended by 10 participants

4.7.5

The association already has emergency response procedures and work accidents, namely evacuation procedures and emergency procedures. Furthermore, the first aid training can be shown on April 14, 2020 which was attended by 10 participants. The training resource persons were PT WNL (BGA Group) paramedics who previously acted as supervisors for farmer groups. The material that was equated included the introduction of the types and contents of the first aid kit, the basics of first aid in accidents, and the severity of the accident

4.7.6

Based on the updated employee list for the period of August 2020, it is known that there are a total of 11 employees (1 admin and 10 field workers). All employees have been included in the *BPJS* program for both employment and health. One proof of participation is indicated by :

- *BPJS TK*: Transfer via Bank Mandiri with fee code 200803026666 (August 2020 contribution period)
- *BPJS Kesehatan*: Transfer via Bank Mandiri with payment number 1590002452703 (Contribution period for August 2020)

Based on the details of payment and billing statements issued by the *BPJS*, it is known that the 11 workers have been included in the program membership. Furthermore, according to interviews with harvest workers in plot 1.07 and manuring

workers in plot 4.09, it was found that they had been registered in both programs

In previous assessment (ASA-1) there are non conformity if the group smallholder has not been able to show that all workers were covered by worker insurance and health insurance. (NCR 2019.03), related those non conformity based on verifications during ASA 2 Audit The association provides evidence of improvement in the form of::

1. List of employees updated for the period of August 2020
2. Proof of Payment for *BPJS TK* and Health for the period July and August 2020 via bank transfer
3. Details of proof of payment of *BPJS* (all employees have been registered)

Based on the accrual analysis of the problem, correction, and corrective action of non-conformities are declared fulfilled

4.7.7

Based on work accident monitoring, it is known that for the period 2019 and 2020 there were no work accidents in the operational area of the Tenera Smallholder

Status: Comply

4.8

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

4.8.1 & 4.8.2

The training programs shown by the association for the 2020 period are as follows:

- Technical Agronomy: Harvest, Fertilizer, Spray
- Occupational Health and Safety
- Environmental Safety

The realization of the training up to August 2020 includes the following:

- Internal audit training for independent smallholders by the Fortasbi foundation in collaboration with RSPO and TUV Rheinland on 27 February 2020 (a.n Sugiyarno and Parlaungan Pasaribu)
- The IPM training on August 10, 2020 was attended by 10 participants
- PPE socialization for the spray team and fertilizer team on March 14, 2020
- Training for emergency response and land fire management on March 9, 2020, attended by 10 participants

Based on the interviews with the spraying team which also doubles as the manuring team and harvester representatives, it is known that training and socialization have been carried out regularly. The team has explained the job description well, including the obligations in using PPE

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

POKTAN Tenera shows a statement of capability for environmental management and monitoring for each member of the farmer group (35 people) and has been signed by group members and the Head of the Katingan Regency Environmental Service.

| Name of members smallholders | Land location | Hectare (ha) | Numbers of Commitment Letter of Environment Management Environment of Katingan | Date |
|------------------------------|-----------------------------------------------------------------------|--------------|--------------------------------------------------------------------------------|---------------|
| Parizon | Hampalit Village, Sub-District of Katingan Hilir, Regency of Katingan | 2,66 | 660.2.2/84/DLH-TL/SPPL/IV/2018 | 26 April 2018 |
| Sumarno | Hampalit Village, Sub-District of Katingan Hilir, Regency of Katingan | 1,442 | 660.2.2/125/DLH-TL/SPPL/IV/2018 | 26-Apr-18 |
| Zainul Arifin | Bangukuang Village, | 2,659 | 660.2.2/117/DLH-TL/SPPL/IV/2018 | 26-Apr- |

| | | | | |
|---------------------|-------|---------------------------------|--|---------|
| Tewang Sub-District | | | | 18 |
| Sangkalang Garing, | 2,183 | 660.2.2/118/DLH-TL/SPPL/IV/2018 | | 26-Apr- |
| Regency of Katingan | | | | 18 |

5.1.2 & 5.1.3.

POKTAN tenera has committed to carry out environmental management and monitoring in 2018, including:

1. Maintaining the haul road by watering regularly, especially during the dry season.
2. Providing facilities and infrastructure for fighting forest fires.
3. Make firebreaks.
4. Land preparation is equipped with drainage on the site as tamping running water activities.
5. Making trenches left and right location of supporting facilities and infrastructure that lead to primary or secondary drainage.
6. And others.

Based on the results of interviews with the foreman, it was found that the company carried out routine road maintenance and based on the results of visits to the area of Sumber Mata Air Pal 11, it was found that there was a spray limit mark and no spraying at the spring border area. Thus the company has carried out environmental management and monitoring in accordance with the letter of commitment to environmental management and monitoring (SPPL).

POKTAN tenera has shown evidence of environmental management and monitoring activities, including:

- The socialization of the HCV area on 22 June 2020 was attended by 10 employees with the aim that employees know and maintain HCV and maintenance workers are prohibited from sprinkling fertilizers or spraying HCV areas
- Monitoring on 22 June 2020 showed that there was no spraying of chemicals in the area of Sumber Mata Air Pal 11 and the results of the visit to block pal 11 that it was found that farmer groups had installed an HCV information board.
- POKTAN has a collaboration for the storage & transportation of B3 waste with PT WNA. POKTAN shows an example of the handover report of LB3 number 003 / SCME / 22 / VII / 2020 on July 22, 2020 from POKTAN Tenera to SCME (Sungai Cempaga Estate) PT WNA.

Status: Comply

5.2

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

5.2.1.

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

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

5.2.2 & 5.2.4.

The company shows the HCV area management work program for the period 2020 as follows:

- HCV socialization
- Monitoring No spraying is done in the HCV area
- Maintain boundary markers for chemical applications.

Management has a policy intended for all members of the Farmers Group Tenera and workers concerning the establishment of HCV Region, indicated by a decree issued by Farmers Group manager Tenera. With number 005 / P-TNR / SK / VII / 2017 dated 1 July 2017 concerning the prohibition of spraying using chemicals.

- The socialization of the HCV area on 22 June 2020 was attended by 10 employees with the aim that employees know and maintain HCV and maintenance workers are prohibited from sprinkling fertilizers or spraying HCV areas
- Monitoring dated 22 June 2020 showed that there was no chemical spraying in the area of Pal 11 Springs.

- Based on the results of visits to block pal 11, it was found that the farmer groups had known that the HCV information board had been installed.

5.2.3.

Management has a policy intended for all members of the Farmers Group Tenera and workers concerning the establishment of HCV Region, indicated by a decree issued by Farmers Group manager Tenera. With number 005 / P-TNR / SK / VII / 2017 dated 1 July 2017 concerning the prohibition of spraying using chemicals.

The socialization of the HCV area on 22 June 2020 was attended by 10 employees with the aim that employees know and maintain HCV and maintenance workers are prohibited from applying fertilizer or spraying HCV areas. Monitoring on 22 June 2020 showed that there was no spraying of chemicals in the area of Pal 11 Springs. Based on the results of the visit to block pal 11, it was found that the farmer groups had installed an HCV information board.

5.2.5.

The results of the interview from the management showed that there was no community area that overlapped with the HCV area.

Status: Comply

5.3

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

5.3.1.

POKTAN shows identification of waste sources and management plans such as: Sources of waste in spraying activities like pesticide packaging, chemical cans, masks and gloves are stored in hazardous waste storage. Farmers Group show identification document pollution sources as follows:

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

5.3.2.

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

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

5.3.3.

Based on the results of interviews with POKTAN management, it was found that hazardous waste in the form of pesticide packaging was collected in the hazardous waste storage transit, then when it was full, it was transported to hazardous waste storage which was licensed by PT WNA's SCME (Sungai Cempaga Estate). POKTAN already has a collaboration for the storage & transportation of B3 waste with PT WNA. POKTAN shows an example of handover of Hazardous waste number 003 / SCME / 22 / VII / 2020 on July 22, 2020 from POKTAN Tenera to SCME (Sungai Cempaga Estate) PT WNA with the following types of Hazardous waste:

- Spray tool = 2 pcs
- EX Ken Glyphosate = 10 pcs
- EX metafuron = 10 pcs

Status: Comply

5.4

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

Average diesel consumption period of January – July 2020 for vehicles of farmers amounting to 396.41 liters with an average efficiency of solar usage to the FFB production amounted to 1.42 liters / tonne of FFB. Field observations in the

housing of workers its sourced from PLN, POKTAN participated in providing subsidies to workers as much as IDR 50,000 per month (two houses 1 source of electricity so that 2 doors as much as IDR 100,000).

Status: Comply

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

The Tenera Smallholder has a zero burning policy in land clearing and upkeep activities as stated in point 7 "Commitment of Tenera Smallholder" signed by the manager of the Tenera Smallholder on July 1, 2017. There were no clearing or expansion activities until the time of ASA-2 assessment. In addition, as committed by each group member, there is no use of fire either in land clearing activities, plant maintenance or when controlling pests.

Status: Comply

5.6

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

5.6.1.

Farmers Group show identification document pollution sources as follows:

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

5.6.2.

POKTAN Tenera shows the management plan and mitigation of GHG, including:

1. Land Conversion

- Implemented best management practices
- Implemented land clearing procedure
- Development of fire mitigation

2. Carbon Crop Sequestration from palm crops.

- Used of seed with high production potential
- Used of land cover crop

3. Fertilizer manufacture and transportation.

- Fertilizer sourcing policy considering of type fertilizers, distance, and modes of transportation from its source
- Leaf analysis to obtain the data of optimal amount of fertilizer applied

4. fertilizer Usage

- Empty bunch used mulching
- Fertilizer application technique based on topography

5. Diesel fuel consumption (field)

- Good maintenance of vehicles an other equipment periodically
- Safety driving related training

5.6.3.

POKTAN shows the mitigation activities that have been carried out, for example

- Use of transportation: POKTAN shows evidence of TBS truck maintenance to ensure the vehicle is functioning optimally and has shown evidence that the TBS operational vehicle is a roadworthy vehicle by showing an example of a vehicle with the number KH 8347 AP with the Vehicle test number CC0119797 from the Palangkaraya City Transportation Agency
- Use of fertilizers: optimal use of fertilizers based on the results of leaf analysis, use of empty beds and optimal use

of fertilizers according to the recommended dosage

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

6.1.2.
In the preparation of the SIA document, Minutes, Participants' Names & Photos were shown during the discussion on information gathering for the preparation of the Tenera Farmer Group Operational Social Impact Identification document, March 8 2017. Based on the results of stakeholder consultations with Community Leaders, Village/Peasant Representatives, Village Heads and Group members, it is known that there are no negative issues about the existence of the Tenera Farmers Group. Some informants stated that the existence of farmer groups has had a positive impact, among other: the increase of welfare (income), assistance to the village government (construction of the Mosque, funding for transport of school children and other assistance on religious days).

6.1.3.
POKTAN Tenera was shown Social Impact Management & Monitoring Plan with time frame and person in charge. The implementation of this plan has been recorded, for example: regularly patrol to prevent theft of FFB's. The group manager also conducted persuasive method to the local communities to join with Kelompok Tani Tenera. Based on the results of the SIA study, it is known that there are several impacts from KT activities, including:

- Positive impact:
- Ease of obtaining fertilizer at a lower price, because it is done collectively through the Farmer Group.
 - Ease of obtaining counseling from various parties: local governments, NGOs, companies that have concerns about the welfare of oil palm farmers
 - Not subject to excessive cutting costs, related to transportation and sale and purchase of FFB to PKS.
- Negative impact:
- Increased theft of FFB, due to income gaps between independent smallholders. In addition, there are illegal collectors who are willing to make cash payments.

6.1.4.
POKTAN Tenera has shown a review of the identification of social impacts in 2020, namely the results of the identification of negative social impact issues in 2017, namely the theft of fruit at the location of group Smallholders as a result of social inequality,

POKTAN Tenera has shown evidence of the implementation of a review of the Social Impact Management and Monitoring Plan with evidence of community involvement through this meeting as evidenced by the Minutes of the meeting regarding social impacts and attendance on 10 August 2020 followed by 20 Hampalit people.

- To overcome this issue, the management that has been carried out by the tenera farmer groups includes:
- Patrols in the group's farmer area as a security measure for the assets belonging to the tenera farmer groups
 - Inviting joint patrols when there is theft of fruit belonging to both the community and farmer groups
 - Extinguish fire with farmer groups and the community in the event of a land fire by the farmer group and the community

Results of evaluation of the management carried out

1. Fruit theft doesn't happen again
2. The surrounding farmers are not yet a member of the group, but are interested and are starting to take care of the palm oil plant as is done by the tenera farmer group

In previous assessment (ASA-1) there are non conformity if the Kelompok Tani Tenera has not been able to show that Social Impact Management and Monitoring Plan Review minimum every two years with involved all affected parties. (NCR 2019.04), related those non conformity based on verifications during ASA 2 Audit The association provides evidence of improvement in the form of:

- Tenera farmer group social impact identification review document for period 2020
- Minutes of the meeting regarding social impacts and attendance on August 10, 2020, attended by 20 Hampalit people.

Based on the accrual analysis of the problem, correction, and corrective action of non-conformities are declared fulfilled

6.1.5.

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

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

Status: Comply

6.2

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

6.2.1 & 6.2.2

The Tenera Smallholder has a Transparency and Communication SOP (POKTAN_TENERA-SOP-TK-39, approved by the Group Manager and entered into force on July 1, 2017). The procedure is a reference in the process of communication and providing information to stakeholders transparently. Based on the Decree on the Appointment and Appointment of Officers in the Field of Internal and External Communication of Tenera Smallholder No. 002 / TNR / SK / I / 2019, it is known that the communication officer is Parlaungan Pasaribu

6.2.3

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

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

There are several forms of communication with other parties, for example in the logbook of Incoming and Outgoing Mail, there is evidence of recorded communications with several parties, including:

- Correspondence with the Head of neighborhood and the Environment Chairman of the PAL 1 and PAL 4 regarding the implementation of the Eid al-Fitr package distribution activities on May 17, 2020
- Notification of implementation of first aid training, IPM training, OHS training and emergency response training to farmer group members in February 2020.

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>Based on the results of interviews with representatives of the head of PAL4 Neighborhood, so far, coordination between residents and the Farmer Group, both verbally and in official letters, is well established, for example information about the farmer group social program for the community.</p> | |
| <p>Status: Comply</p> | |
| <p>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.</p> | |
| <p>6.3.1 Tenera Smallholder has a Complaints SOP (POKTAN_TENERA-SOP-K-25, approved by the Group Manager coming into force on July 1, 2017). The procedure is a reference in handling complaints from parties (internal and external). A Whistle Blowing document has also been shown which informs us about phone numbers that can be contacted.</p> <p>Based on the interviews with representatives of the PAL4 head of neighborhood and five farmers from the Tenera Smallholder, there were no complaints regarding the operational activities of the Tenera Farmers Group. Socialization regarding the Complaints SOP was given at regular meetings with all members of the Farmer Group and at the time of the field checking schedule by the Tenera Smallholder Group Manager.</p> | |
| <p>6.3.2 Based on the document verification and explanation from the management representative and Tenera Smallholder staff that up to now there are no internal and external disputes and complaints regarding the management of the Tenera Smallholder. Based on stakeholder consultations with the parties included PAL 4 head of neighborhood and five farmers from the Tenera Smallholders it was found that there were no complaints or disputes in the existence of the Tenera Farmers group with the parties</p> | |
| <p>Status: Comply</p> | |
| <p>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.</p> | |
| <p>6.4.1. Smallholder management stated that scope of <i>Kelompok Tani Tenera</i> or Tenera Smallholder Group was 223.92 ha, which divided into 5 Pal, i.e. Pal 1 (Rayon 1), Pal 4 (Rayon 2), Pal 5 (Rayon 2), Pal 8&9 (Rayon 3) and Pal 10&11 (Rayon 4). Certificates of Land Ownership and Registration Business Letters of all 35 members were available.</p> <p>Based on information from smallholder management and community representative from Village of Hampalit, it could be concluded that there is no customary rights within Smallholders Group operational areas. All area were has Legal ownership Certificates (SHM) as mentioned in Indicator 2.2.1.</p> <p>However, evidence of FPIC on Tenera Smallholder membership could be shown in document of Agreement Letter which signed with IDR 6,000 legal stamp (<i>meterai</i>) by all Smallholder Group members and Group Manager. Furthermore, document of statutes and post-secondary law has signed by Group Manager, Secretary, Treasurer and Chief of Hampalit Village on February 2nd 2017 and February 4th 2017, respectively. Based on documents verifications and interview with management it was known since last assessment there is no new member or extension scope of certifications</p> | |
| <p>6.4.2 & 6.4.3. Tenera Smallholder Group were consisting of 93 Land Ownership Certificates (SHM) which owned by 35 Group members. Total area of all certificates was 223.92 ha which covers scope of certification. Hence, there is no land compensation payment.</p> | |
| <p>Status: Comply</p> | |
| <p>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.</p> | |
| <p>6.5.1 The wage reference used by the association is the Decree of the Governor of Central Kalimantan Number 188.44 /</p> | |

546/2019 dated 21 November 2019 concerning District / City Minimum Wages in Central Kalimantan Province in 2020. Based on this decree, it is known that the Katingan UMK is IDR 2,962,344.00. Following up on the letter, the Group Manager issued Decree No. 008 / P-TNR / SK / I / 2020 dated January 2, 2020 regarding the determination of the 2020 wage of IDR 118,000 / day or the equivalent of IDR 2,963,000 / month if there are 25 working days.

Based on employee salary slips, for example for the period August 2020, it is known that the payment of wages has been in accordance with the provisions and does not violate regulations regarding minimum wages. The composition of the wages is the basic salary and fixed allowances in the form of rice supplies which, if cashed, are equivalent to IDR. 303,000.00. In addition, workers who are married will also receive electricity payment subsidies of IDR 100,000 / month / family.

Based on the results of interviews with employee representatives on plot 1.07 and plot 4.09, it is known that so far there have never been any complaints about wages. Paid rice supplies do not reduce the basic salary

6.5.2

Group Manager was able to shows Working Agreement of all employees (11 workers). Based on interview with an administration officer, three Upkeep workers and two Harvesters, it was informed that the workers keep the copy of working agreement. The agreement has consist of Group regulation, working hours, absence, code of conduct, salary payment and remuneration, PPE, medical facility, BPJS payment, leave, permission, ends of relationship and conflict resolution. The agreement signed by Group manager and the respective worker

6.5.3

Group management has providing a proper housing facilities equipped with fire extinguisher, toilet and small prayer room and volley field. Voucher of electricity were given IDR 100,000 per month as subsidy. According to interview with worker in housing area, facilities given such as clean water, sanitation, health and access to the local market were considered satisfactory. As observed, housing condition was considered clean and health. For single workers a mess is provided and a public kitchen is provided, which in one day the food allowance is 3 times

6.5.4

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

Status: 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.

Management policy towards freedom of association to forms a workers union was presented in document No. 002/P-TNR/SK/VII/2017 Point 4. All workers are free to form and join trade unions and to bid collectively.

6.6.2.

The results of interviews with POKTAN representatives and workers showed that there was no union. Because the number of employees is only 14 people, if there are complaints related to work, employees can report to the foreman and POKTAN representatives (Manager).

Status: Comply

6.7

Children are not employed or exploited.

6.7.1.

Policy towards minimum age for workers was presented in document No. 004/P-TNR/SK/VII/2017 dated July 1st 2017, which mentioned that worker below 18 years old was strictly prohibited. According to employees' data, it was informed that the youngest employee was 20 years old, born on October 21st 1998. Based on field observation to the spraying and

harvesting activity and interview with the workers. It was obtained information that there are no indication of child workers.

Status: Comply

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

6.8.1.
Non discriminative policy was presented in document No. 002/P-TNR/SK/VII/2017 dated July 1st 2017 Point 5. According to interview with Hampalit Village representatives, 5 Upkeep workers in Pal 1 and 5 Harvesters in Pal 8, it was revealed that composition of workers are varies. The workers were came from Nias, Jawa and locals (Dayak).

6.8.2.
According to interview with Hampalit Village representatives, 5 Upkeep workers in Pal 1 and 5 Harvesters in Pal 8, it was revealed that composition of workers are varies. The workers were came from Nias, Java and locals (Dayak). Furthermore, based on list of employee data in 2018, it was informed that it was only 1 female worker from Jawa Timur (upkeep worker). Two days reproductive leave is given to female worker by request.

6.8.3.
According to interview with Hampalit Village representatives, 5 Upkeep workers in Pal 1 and 5 Harvesters in Pal 8, it was revealed that composition of workers are varies. The workers were came from Nias, Java and locals (Dayak). Furthermore, based on list of employee data in 2018, it was informed that it was only 1 female worker from Jawa Timur (upkeep worker).

Status: Comply

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

6.9.1; 6.9.2 & 6.9.3.
Policy of reproductive right was presented in document No. 003/P-TNR/SK/VII/2017 dated July 1st 2017. The policy has covers menstrual period, leave due to period, and prohibition for pregnant and breastfeeding workers to works with chemicals.
From the results of interviews with female workers, so far there have never been cases of sexual harassment. The policy regarding protection for women workers has been communicated to employees.

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

Status: Comply

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

6.10.1; 6.10.2; 6.10.3
Based on documents verification it was known if Kelompok tani tenera sell FFB to CV Graha Tani Tenera. The FFB Sales Cooperation Agreement Letter has also been shown (Number: 01 / SPK-POKTAN-TENERA / II / 2020, dated January 2, 2020). The letter is a cooperation agreement between the Tenera Farmer Group (First Party) represented by the Farmer Group Manager and the representatives of the Directors of CV Graha Tenera (Second Party) regarding the sale and purchase of FFB. The agreement also explains that the price fixing mechanism is adjusted to the selling price of the current period.

Based on the explanation and information from the Group Manager of the Tenera Farmer Group, it can be obtained by all members of the farmer group through the information shared by the Farmer Group Manager. During the audit process, examples of FFB price updates from CV Graha Tenera can be shown which are shared through the Tenera Farmer Group Whatsapp Group

6.10.4.
Based on document verifications and interview it was known if the FFB payments are in accordance with the agreement and in accordance with the FFB production of each farmer. each farmer has received production sharing after deducting

production costs and other service costs such as maintenance costs, fertilization, transportation and so on in accordance with the agreement.

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

Status: Comply

6.11

Growers and millers contribute to local sustainable development wherever appropriate.

6.11.1.

The smallholders group has contribution to the surrounding villages, such as:

- Regularly funding for mosque operational in Hampalit Village.
- Regularly funding for school transportation cost every month.
- Funding of construction of mosque Tumbang Samba Street Km 12 on 27 April 2020
- Lebaran parcel donation of 20 food packages on May 11, 2020

6.11.2.

The training programs shown by the association for the 2020 period are as follows:

- Technical Agronomy: Harvest, Fertilizer, Spray
- Occupational Health and Safety
- Environmental Safety

The realization of the training up to August 2020 includes the following:

- Internal audit training for independent smallholders by the Fortasbi foundation in collaboration with RSPO and TUV Rheinland on 27 February 2020 (a.n Sugiyarno and Parlaungan Pasaribu)
- The IPM training on August 10, 2020 was attended by 10 participants
- PPE socialization for the spray team and fertilizer team on March 14, 2020
- Training for emergency response and land fire management on March 9, 2020, attended by 10 participants

Status: Comply

6.12

No forms of forced or trafficked labour are used.

6.12.1

Commitment of Smallholder Group towards forced labour and trafficked labour was presented in document No. 002/P-TNR/SK/VII/2017 dated July 1st 2017. The policy mentioned that the wages shall in accordance with government regulation and there must be no force labour for the workers Based on the results of interviews with two harvesters in plot 1.07 and plot 1.10 and 3 fertilizers in plot 4.09, it was found that each worker had an official working bond signed by both parties. There has never been an issue regarding forced labor or labor resulting from human trafficking.

6.12.2

As stated by worker representatives, for example fertilizers in plot 4.09 and harvesters in plot 1.07, it is known that the type of work carried out is in accordance with what is stated in the work agreement. Wages are paid accordingly and workers are provided with adequate housing facilities. Worker's rights are always fulfilled according to the agreement.

6.12.3

There are no employees who are migrant workers or who work on an honorary system. Most of the workers have worked from generation to generation to continue the previous generation. Even though they come from various regions, they are still in one country

Status: Comply

6.13

Growers and millers respect human rights

6.13.1

There is a statement letter from the Tenera Farmer Group Number 017 / P-TNR / SK / VIII / 2017 concerning the commitment to respect the Human Rights (HAM) of each member and employee of the Tenera Farmer Group which was approved by the Group Manager on August 1, 2017.

The Farmer Group also showed a recording of socialization related to the commitment to Human Rights, for example, it was shown in a meeting on April 16, 2020 between employees and farmer groups with a discussion of human rights. The meeting was attended by a total of 11 employees, Group Managers, ICS, and Field Officers.

Status: Comply

PRINCIPLE #7 Responsible development of new plantings

7.1

A comprehensive and participatory independent social and environmental assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.

7.1.1; 7.1.2 and 7.1.3.

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

Status: Comply

7.2

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

7.2.1 and 7.2.2

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

Status: Comply

7.3

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

7.3.1, 7.3.2, 7.3.3, 7.3.4 and 7.3.5.

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

Status: Comply

7.4

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

7.4.1 and 7.4.2

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

Status: Comply

7.5

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

7.5.1.

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

Status: Comply

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.

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>7.6.1, 7.6.2, 7.6.3, 7.6.4, 7.6.5, 7.6.6 Until now the Tenara Smallholder Group did not extend of plantation area in accordance with the certification scope of 223.92 Ha, consisting of Rayon 1, 4, 5, 8 & 11 and the number of smallholder is 35 people.</p> | |
| <p>Status: Comply</p> | |
| <p>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.</p> | |
| <p>7.7.1 and 7.7.2. Company policy towards zero burning is presented in procedure No. POKTAN-TENERA-SOP-02 dated July 1st 2017 about land preparation. Group Manager stated that land burning is strictly prohibited. Independent smallholder has not conducted replanting, the first planting year in 2004.</p> | |
| <p>Status: Comply</p> | |
| <p>7.8 New plantation developments are designed to minimise net greenhouse gas emissions.</p> | |
| <p>7.8.1 and 7.8.2. Based on document review and interviews with independent smallholder Manager it is known that Independent smallholder has not conducted land clearing. The first planting year in 2004. The certification scope of 223.92 Ha, consisting of Rayon 1, 4, 5, 8 & 11 and the number of smallholder is 35 people.</p> | |
| <p>Status: Comply</p> | |
| <p>PRINCIPLE #8 Commitment to continuous improvement in key areas of activity</p> | |
| <p>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.</p> | |
| <p>8.1. Agronomy Aspect</p> <ul style="list-style-type: none"> • The company has not used paraquat. • Application of EFB to retain soil moisture on the field. • Implementation of IPM | |
| <p>Status: Comply</p> | |

3.2 Conformity Checklist of Certificate and Trademark Use

| | | |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 1. | Evidence of permission or approval certificate and trademark from Certification Body which submitted by Client | X or√ |
| ASA-1 | Smallholders didn't use logo & trademark on the product RSP0. | √ |
| | Status: Comply | |
| 2. | Implementation of certificate and trademark used by Client comply with size and type (shape) against Guideline of trademark Use | X or√ |
| ASA-1 | Smallholders didn't use logo & trademark on the product RSP0. | √ |
| | Status: Comply | |
| 3. | Implementation of Certificate and Trademark is not used on product | X or√ |
| ASA-1 | Smallholders didn't use logo & trademark on the product RSP0. | √ |
| | Status: Comply | |
| 4. | Controlling of Certificate and Trademark, including withdrawing inappropriate trademark. | X or√ |
| ASA-1 | Smallholders didn't use logo & trademark on the product RSP0. | √ |
| | Status: Comply | |

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

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

| | | | | | | | | | | | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------|-----------|-----------|-------------------|------|---------------|--------------|--------|--------------------|----------------|--------|-------|---------|
| <i>NCR No.</i> | : 2019.01 | <i>Issued by</i> | : Trismadi N | | | | | | | | | | | | |
| <i>Date Issued</i> | : 11 July 2019 | <i>Time Limit</i> | : 9 October 2019 | | | | | | | | | | | | |
| <i>NC Grade</i> | : Major | <i>Date of Closing</i> | : 6 September 2019 | | | | | | | | | | | | |
| <i>Standard Ref. & Requirement</i> | <p>E.1.1.1 There shall be documentary evidence of a clearly identified and legal entity. The Group Entity shall:</p> <ul style="list-style-type: none"> • Be a registered organisation as defined by law in the country of registration (e.g. as a company or an organisation). • Be a member of the RSPO • Establish the structure of the organisation • Appoint a Group Manager (see E1.2) | | | | | | | | | | | | | | |
| <p><i>Non-Conformance Description & Evidence observed (filled by auditor):</i> Kelompok Tani Tenera has legally formed as shows in Notary Public Act No. 50 dated January 22nd 2018. Notary was Devina Oktalina, S.H., M.Kn. based on Decree of Minister of Law and Human Right No. AHU-0513.AH.01.01 dated January 28th 2010. Legal Entity of Kelompok Tani Tenera as per Decree of Minister of Minister of Law and Human Right No. AHU-0000842.AH.01.07.Tahun 2018 dated January 24th 2018 about legalization of Kelompok Tani Tenera legal entity, organization structure as follows:</p> <table border="1" data-bbox="228 1060 1110 1203"> <tr> <td>Structure</td> <td>Committee</td> <td>Supervisory Board</td> </tr> <tr> <td>Head</td> <td>Sugiyarno, SP</td> <td>Agung Winoto</td> </tr> <tr> <td>Member</td> <td>Gia Diana Syafitri</td> <td>Candra Saputra</td> </tr> <tr> <td>Member</td> <td>Lasmi</td> <td>Hartono</td> </tr> </table> <p>Based on interview with committee sighted that head of supervisory board has been resign. However, the Kelompok Tani has not been able to show Change of Deed.</p> | | | | Structure | Committee | Supervisory Board | Head | Sugiyarno, SP | Agung Winoto | Member | Gia Diana Syafitri | Candra Saputra | Member | Lasmi | Hartono |
| Structure | Committee | Supervisory Board | | | | | | | | | | | | | |
| Head | Sugiyarno, SP | Agung Winoto | | | | | | | | | | | | | |
| Member | Gia Diana Syafitri | Candra Saputra | | | | | | | | | | | | | |
| Member | Lasmi | Hartono | | | | | | | | | | | | | |
| <p>Root Cause Analysis (filled by organization audited): The board of Kelompok Tani Tenera has changed on the June 2019, however it has not been registered to the Public Notary.</p> | | | | | | | | | | | | | | | |
| <p>Correction (filled by organization audited): Registering new board of Kelompok Tani Tenera to the Law and Human Rights Ministry.</p> | | | | | | | | | | | | | | | |
| <p>Corrective Action (filled by organization audited): Kelompok Tani Tenera will be re-register to the public notary, when there is a change in composition of the board.</p> | | | | | | | | | | | | | | | |
| <p>Assessor Evaluation and Conclusion (filled by auditor): Verification on 6 September 2019 Kelompok Tani Tenera was showing attachment of Law and Human Rights Minister Decree number AHU-0000628.AH.01.08 year of 2019 dated 23 July 2019. It concerning about approval of amendment to the Legal Entity of Kelompok Tani Tenera with the following composition:</p> <ol style="list-style-type: none"> 1. Sugiyarno (Group Manager) 2. Gia Diana Syafitri (Chairman) | | | | | | | | | | | | | | | |

3. Lasmi (Treasurer)
4. Candra Saputra (member of Supervisory board)
5. Hartono (member of Supervisory board)
6. Trio Luhur Amengku (Chairman of Supervisory board)

Auditor Conclusions:

Based on above explanation, it has been closed out

Verified by : Trismadi N

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|------------------------|---------------------|
| <i>NCR No.</i> | : 2019.02 | <i>Issued by</i> | : Trismadi N |
| <i>Date Issued</i> | : 11 July 2019 | <i>Time Limit</i> | : ASA-2 |
| <i>NC Grade</i> | : minor | <i>Date of Closing</i> | : 30 September 2020 |
| <i>Standard Ref. & Requirement</i> | : 4.6.7 Application of pesticides shall be by proven methods that minimize risk and negative impacts. | | |
| <i>Evidence observed (filled by auditor):</i> Based on observed evidence such as: | | | |
| <ol style="list-style-type: none"> 1. Occupational Health and Safety SOP for Environmental Protection Pesticide Use and Control (POKTAN_TENERA-SOP-PP-31 procedure C including stating: <ul style="list-style-type: none"> - When mixing pesticides, the officers / operators must use the Standard and Decent PPE - Application spraying in the field must meet OHS criteria - Use of work clothes that cover the entire body as much as possible (do not wear torn work clothes) 2. Based on the field observation to PAL 1 during the spraying activity were found to be the following facts : <ul style="list-style-type: none"> - One from 3 spraying worker use short sleeves when working - The foreman does not use PPE, for example masks and plastic gloves when mixing pesticides | | | |
| <i>Non-Conformance Description (filled by auditor):</i> Thus it can be concluded that the use of pesticides by the Tenera Smallholder has not been fully consistent in applying methods that can minimize risks and negative impacts. | | | |
| Root Cause Analysis (filled by organization audited): Lack of awareness and consistency of the foreman in implementing SOPs | | | |
| Correction (filled by organization audited): <ul style="list-style-type: none"> • Retraining on standards for the use of PPE and the dangers of pesticides and impacts on health and re-understanding of SOPs • Providing sanctions in the form of stopping activities if it is found that workers / foremen do not comply with the use of PPE | | | |
| Corrective Action (filled by organization audited): ICS conducts periodic monitoring of this compliance | | | |
| Assessor Evaluation and Conclusion (filled by auditor): Verification Date 30 September 2020 The association provides evidence of improvement in the form of: | | | |

1. Minutes of the herbicide mixing training on 10 August 2019

2. Example of monthly surveillance conducted by ICS

In addition, based on the results of interviews and field visits, it is known that workers have understood the SOP for Occupational Health and Safety, Environmental Protection, Use and Control of Pesticides. In chemical applications, workers have also used sleeves and trousers and provided PPE according to the results of the risk analysis

Auditor's Conclusion:

Based on the root cause analysis, the corrections and corrective actions of non-conformities have been declared fulfilled

Verified by : Haikal Ramadhan K

| | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|------------------------|---------------------|
| <i>NCR No.</i> | : 2019.03 | <i>Issued by</i> | : Trismadi N |
| <i>Date Issued</i> | : 11 July 2019 | <i>Time Limit</i> | : ASA-2 |
| <i>NC Grade</i> | : minor | <i>Date of Closing</i> | : 30 September 2020 |
| <i>Standard Ref. & Requirement</i> | : 4.7.6. All workers shall be provided with medical care, and covered by accident insurance (see criterion 6.5.3) | | |
| <i>Evidence observed (filled by auditor):</i> Based on document verification known that the group smallholders has 18 workers, such as: ICS staff, two foreman, one administration, six harvesters, and four spraying & fertilizer workers. The group smallholders has paid worker insurance and health insurance every month. However there are several variance of payment, for example: workers insurance only for 13 workers and health insurance only for three workers. | | | |
| <i>Non-Conformance Description (filled by auditor):</i> Based on that information, obtained the information that group smallholder has not been able to show that all workers were covered by worker insurance and health insurance. | | | |
| Root Cause Analysis (filled by organization audited): - Some employees are registered as JKN-KIS (PBI) participants so they cannot be registered with <i>BPJS Kesehatan</i> - There is a shortage of administrative requirements so that employees cannot be registered in BPJS T | | | |
| Correction (filled by organization audited): - Collect back employees who are still listed as participants JKN-KIS for membership was subsequently changed into BPJS - Completing the administrative requirements for workers to be registered in the <i>BPJS TK program</i> - Make BPJS TK and BPJS Kesehatan contributions as proof of employee participation | | | |
| Corrective Action (filled by organization audited): - Ensure that every employee / potential employee has complete administrative requirements - Conduct periodic monitoring of the BPJS employee membership status | | | |
| Assessor Evaluation and Conclusion (filled by auditor): Verification date 30 September 2020 The association shows evidence of improvement in the form of: 1. List of employees updated for the period of August 2020 | | | |

2. Proof of Payment for *BPJS TK* and Health for the period July and August 2020 via bank transfer
 3. Details of proof of payment of *BPJS* (all employees have been registered)

Auditor's Conclusion:

Based on the accrual analysis of the problem, correction, and corrective action of non-conformities are declared fulfilled

Verified by : Haikal Ramadhan K

| | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|---------------------|
| <i>NCR No.</i> | : 2019.04 | <i>Issued by</i> | : Trismadi N |
| <i>Date Issued</i> | : 11 July 2019 | <i>Time Limit</i> | : ASA-2 |
| <i>NC Grade</i> | : Minor | <i>Date of Closing</i> | : 30 September 2020 |
| <i>Standard Ref. &</i> | : 6.1.4. The documented plan for management and monitoring of social impacts, shall be received at least on two-yearly basis. If necessary, the plan should be updated. There shall be evidence that the review process includes participation of all affected parties. | | |
| <i>Evidence observed (filled by auditor):</i> Kelompok Tani Tenera has been conducted Social Impact Assessment on March 2017 with involved all stakeholders. One of the negative impact of the group activities are theft of FFB's. It cause by social inequality between group members and non members. Kelompok Tani Tenera has conducted regularly patrol and persuasive method to manage this issues. | | | |
| <i>Non-Conformance Description (filled by auditor):</i> Kelompok Tani Tenera has not been able to show that Social Impact Management and Monitoring Plan Review minimum every two years with involved all affected parties. | | | |
| Root Cause Analysis (filled by organization audited): The farmer group's ignorance of the obligation to conduct a social impact review every two years | | | |
| Correction (filled by organization audited): - tenera farmer group social impact identification review document period 2020 - Minutes of the meeting regarding social impacts and attendance on August 10, 2020, attended by 20 Hampalit people. | | | |
| Corrective Action (filled by organization audited): There will be a social impact review every two years | | | |
| Assessor Evaluation and Conclusion (filled by auditor): Verification on 30 September 2020 POKTAN shows evidence of improvement, among others - Tenera farmer group social impact identification review document for period 2020 - Minutes of the meeting regarding social impacts and attendance on August 10, 2020, attended by 20 Hampalit people. Based on the root of the problem, corrective and corrective actions that have been shown, the non-conformity is declared fulfilled | | | |
| Verified by | : Yohanes Hardian | | |

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

3.3.2 Identification of Findings, Corrective Actions and Observations at ASA-2 Certification Assessment

| | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------------------------|-----|
| <i>NCR No.</i> | : - | <i>Issued by</i> | : - |
| <i>Date Issued</i> | : - | <i>Time Limit</i> | : - |
| <i>NC Grade</i> | : - | <i>Date of Closing</i> | : - |
| <i>Standard Ref. & Requirement</i> | : - | | |
| <i>Evidence observed (filled by auditor):</i> <i>During the audit process, the auditor team did not identify non-conformances with the RSPO standard</i> | | | |
| <i>Non-Conformance Description (filled by auditor):</i> - | | | |
| <i>Root Cause Analysis (filled by organization audited):</i> | | | |
| <i>Correction (filled by organization audited):</i> | | | |
| <i>Corrective Action (filled by organization audited):</i> | | | |
| <i>Assessor Evaluation and Conclusion (filled by auditor):</i> | | | |
| Verified by | : | | |

3.3.3. Opportunity for Improvement




| No | Ref. Std. | Description |
|----|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | E 3.2.1 | <p>Based on document verifications, it was known if Kelompok tani tenera has been documented record FFB produced from the RSPO certified area every month according to the actual production of each member. Furthermore, during the license period 16 October 2019 - 15 October 2020, based on the results of document verification, crosscheck to palm trace and interviews with the association it was found that there were no RSPO certified FFB sellers but there were sales on credit to CSPO, CSPKO and CSPKE with a volume of 1028 MT for CSPO, 141 for CSPKO and 115 for CSPKE. In this regard, the association has the opportunity to improve performance by:</p> <ol style="list-style-type: none"> 1. Documenting FFB recording according to the license period including the projection of excess production from that stipulated by the certification body 2. Monitor product sales on credit in accordance with the number of productions |
| 2 | 4.1.1 | <p>The association has procedures for all operational activities including for RSPO certification, However based on the document verification and field observation, there are several procedures that are less relevant according to the operational scale. For example, in SOP POKTAN TENERA SOP PP 31 on occupational health and safety, environmental protection, use and control of pesticides in point "a" concerning handling during transportation and distribution of pesticides and point "b" regarding handling during storage of pesticides in warehouses Related to this, the association has the opportunity to readjust all its procedures according to the scale of operational activities.</p> |
| 3 | 4.6.6 | <p>Based on the results of the field visit, it was found that pesticides had been stored in a separate place and separated from other materials. Regarding the storage location, the association has the opportunity to complete information related to Occupational Safety and Health and protection from potential environmental pollution, for example from leaks, spills, etc. in accordance with its procedures (SOP for Health and Safety, Environmental Protection, Use and Control of Pesticides - POKTAN - TENERA - SOP - PP -31)</p> |
| 4 | 4.7.1 | <p>Group smallholder management shows Decree of Group Manager No. 001/P-TNR/SK/VII/2017 dated July 1st 2017 about occupational health and safety (OHS) commitment in Tenera Smallholder Group. Unit management has committed to carried out OSH through monitoring and implementing OSH principle and to arrange OHS program which aim to minimize work accident.</p> <p>One of Tenera Smallholders occupational health and safety plans is to carry out regular medical check for employees identified as having high work risks. The implementation of health checks was carried out for 4 pesticide applicators and 1 supervisor by the Prodia clinic on September 10, 2020. Based on the results of the examination, it was found that the Cholinesterase (CHE) level of 1 worker was not within the normal quality standard range. From the list of pesticides used, it is known that the association only uses pesticides with active ingredients glyphosate and methyl metsulfuron which are not included in the organophosphate and carbamate class pesticides which have the effect of being an inhibitor of the CHE enzyme. Thus the Tenera Smallholder likely to :</p> <ol style="list-style-type: none"> 3. Ensuring and re-evaluating the plan and type of medical examination to be performed <p>Ensuring the handling / follow-up mechanism if the results of the Health examination are found to be abnormal conditions</p> |

3.3.4. Noteworthy Positive Components

| No | Description |
|-----------|-------------------------------------------------------------------------------------------|
| 1 | Commitment to implement the principles of sustainable management of oil palm plantations. |
| 2 | Cooperation and good presentation of the document at the time of the audit activities. |
| 3 | Attention to improving the welfare of the community around the association |
| 4 | Quite high attention to labor such as provide food, catering and etc |

3.4 Summary of Arising Issues from Public and Auditor Verification.

| Public Issues (Institution/ NGO/Community) | Auditor Verification |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Tenera Smallholder Member (6 Members)</p> <p>The discussion was conducted by Focus Group Discussion (FGD) method. Some discussion points:</p> <ul style="list-style-type: none"> • Oil palm cultivation by members of the Tenera Smallholder Group has been started since 2004. • Tenera Smallholder Group is established in 2016 and the land status of all members (35 persons) is Personal Land Owner Certificate. • All members has been known about HCV area. • All members has signed statement letter about willingness to follow RSPO Certification. | <p>There was no negative issue that need further verification its has been verify during field observation.</p> |
| <p>Community Head 24 at Hampalit Village</p> <ul style="list-style-type: none"> • The surrounding villagers who are not members are also motivated to see the success of the Tenera farmer group • There was no land conflict issues between the Tenera Smallholder Group with the related party • There was no issues related to negative impact by the Tenera Smallholder Group. • Tenera farmer groups help build mosques in local communities, and sometimes local people get food assistance. | <p>There was no issues of land conflict and there are no significant complaints from the other parties</p> <p>POKTAN Tenera has implemented/provided assistance to the surrounding community and the fund aid based on community needs and based on more participatory planning</p> |
| <p>WWF Indonesia</p> <p>There is no negative issues in aspects of land tenure, social, employment, and environmental.</p> | <p>There was no negative issue that need further verification</p> |

| | | | | | |
|---------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| 4.0 | CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY | | | | |
| 4.1 | Formal Sign-off of Assessment Findings | | | | |
| | <p>Hereunder sign by management representative from inspected company to acknowledge a field assessment and agree for all content explained in this assessment report, included of non-compliance findings.</p> <p>Signed on behalf of:</p> <table border="0" data-bbox="470 777 1299 1071"><tr><td data-bbox="470 777 779 861">Kelompok Tani Tenera Management Representative</td><td data-bbox="1088 777 1299 861">Mutuagung Lestari Lead Auditor</td></tr><tr><td data-bbox="519 903 876 1071"> Sugiyarno 14 October 2020</td><td data-bbox="1055 903 1299 1071"> Moh Arif Yusni 14 October 2020</td></tr></table> | Kelompok Tani Tenera Management Representative | Mutuagung Lestari Lead Auditor |  Sugiyarno 14 October 2020 |  Moh Arif Yusni 14 October 2020 |
| Kelompok Tani Tenera Management Representative | Mutuagung Lestari Lead Auditor | | | | |
|  Sugiyarno 14 October 2020 |  Moh Arif Yusni 14 October 2020 | | | | |

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. | Comunity leader 24 Hampalit Village | Hampalit Village, Katingan Regency, Central Kalimantan Province | - | Interview | 29 September 2020 | ✓ | - |
| 2. | 6 Members of Tenera Smallholders | Hampalit Village, Katingan Regency, Central Kalimantan Province | - | Interview | 29 September 2020 | ✓ | - |
| 3. | 3 harvester 2 wife of workers 3 manuring workers 2 foremen | Hampalit Village, Katingan Regency, Central Kalimantan Province | - | Interview | 29 September 2020 | ✓ | |
| 4. | WWF Indonesia | Jakarta | | Communication by phone | 29 September 2020 | ✓ | - |

Appendix 2. Assessment Program

| Date | 29 September – 01 Oktober 2020 | |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Audit Program | Clauses To Be Audited | Auditor |
| Tuesday, 29 September 2020 | | |
| 06.30 – 08.00 | Flight Jakarta → Palangkaraya | All Auditor |
| 08.30 – 10.30 | Traveling Palangkaraya → Kelompok Tani Tenera | |
| 11.00 – 12.00 | Opening meeting <ul style="list-style-type: none"> • Auditee Speech (Introduction of PIC, Profile of Certified Management Unit) – if any • Auditor Team Speech (Introduction, Audit Objective, Audit Scope, Audit Plan Discussion, Determine of Audit Sample, Transparency and Confidentiality Clarification) | |
| 14.00 – 16.00 | <ul style="list-style-type: none"> • Verification of Basic Information • Stakeholder consultation to affected communities surrounding the unit of certification • Document review and completing audit checklist. • Presentation of Daily Progress. | |
| Wednesday, 30 September 2020 | | |
| 08.00 – 12.00 | Field Observation to of Smallholder Land Aspect to be verified: <ul style="list-style-type: none"> - Implementation of Legal Aspect (Land Ownership, Legal Boundaries); - Implementation of Agronomy Aspect) - Implementation of Environmental, Conservation/HCV and Waste Management - Field observation of Association Office or supporting infrastructure (storage, etc if any) | All Auditor |
| 12.00 – 13.00 | Break | All Auditor |
| 14.00 – 16.15 | <ul style="list-style-type: none"> • Document review and completing audit checklist. | All Auditor |
| 16.15 – 17.00 | <ul style="list-style-type: none"> • Presentation of Daily Progress. | All Auditor |
| Kamis, 01 October 2020 | | |
| 08.00 – 09.30 | <i>Internal discussion by auditor team preparing for Closing Meeting</i> | All Auditor |
| 09.30 – 12.00 | Closing Meeting: <ul style="list-style-type: none"> • <i>Presentation of audit findings (Noteworthy Positive Component, Non Conformities, OFI, Timeline of CAR's, Conclusion)/</i> • <i>Comments, Responses and Questions</i> | |
| 12.00 – 14.00 | Kelompok Tani Tenera → Palangkaraya | All Auditor |
| 15.00 – | Palangkaraya → JAKARTA | |