

***Roundtable on Sustainable Palm Oil Certification
R S P O***

[✓] Surveillance

Name of Management Organisation : KELOMPOK TANI TENERA
 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 October 2021
 Date of Certificate Expiry : 15 July 2023 Date of License Expiry : 15 July 2022

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
ASA 3	27 to 29 September 2021	Asystasya Aishah Silalahi (Lead Auditor Witnessed), Leonada (Lead Auditor), Dwi Haryati, Sentot Adi Subandono	M. Rinaldi	Ardiansyah

Assessment	Approved by MUTUAGUNG LESTARI on:
ASA 3	25 October 2021

TABLE OF CONTENT
FIGURE

Figure 1. Location Map of Kelompok Tani Tenera	1
Figure 2. Operational Map of Kelompok Tani Tenera	2
Abbreviations Used	3

1.0 SCOPE of the CERTIFICATION ASSESSMENT

1.1 Assessment Standard Used	4
1.2 Organisation Information	4
1.3 Type of Assessment	4
1.4 Location of Plantations	4
1.5 Description of Area Statement	4
1.6 Planting Year and Cycles	5
1.7 Description of Supply Base	5
1.8 Tonnage Product	5
1.9 Other Certification	6

2.0 ASSESSMENT PROCESS

2.1 Assessment Team	7
2.2 Assessment Methodology, Assessment Process and Locations of Assessment	7
2.3 Stakeholder Consultation and Stakeholders Contacted	8
2.4 Determining Next Assessment	8

3.0 ASSESSMENT FINDINGS

3.1 Summary of Assessment Report of the RSPO Certification	10
3.2 Conformity Checklist of Certificate and Logo Use	27
3.3 Identification of Findings, Corrective Actions, Observations, Opportunity for Improvement and Noteworthy Positive Components	28
3.4 Summary of Arising Issues from Public, Management and Auditor Responses	31

4.0 CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY

4.1 Formal Signing of Assessment Findings	33
---	----

APPENDICES

1. List of Stakeholders Contacted in the RSPO Certification Process	34
2. Assessment Program	35
3. Smallholders Data	37

Figure 1. Location Map of Kelompok Tani Tenera

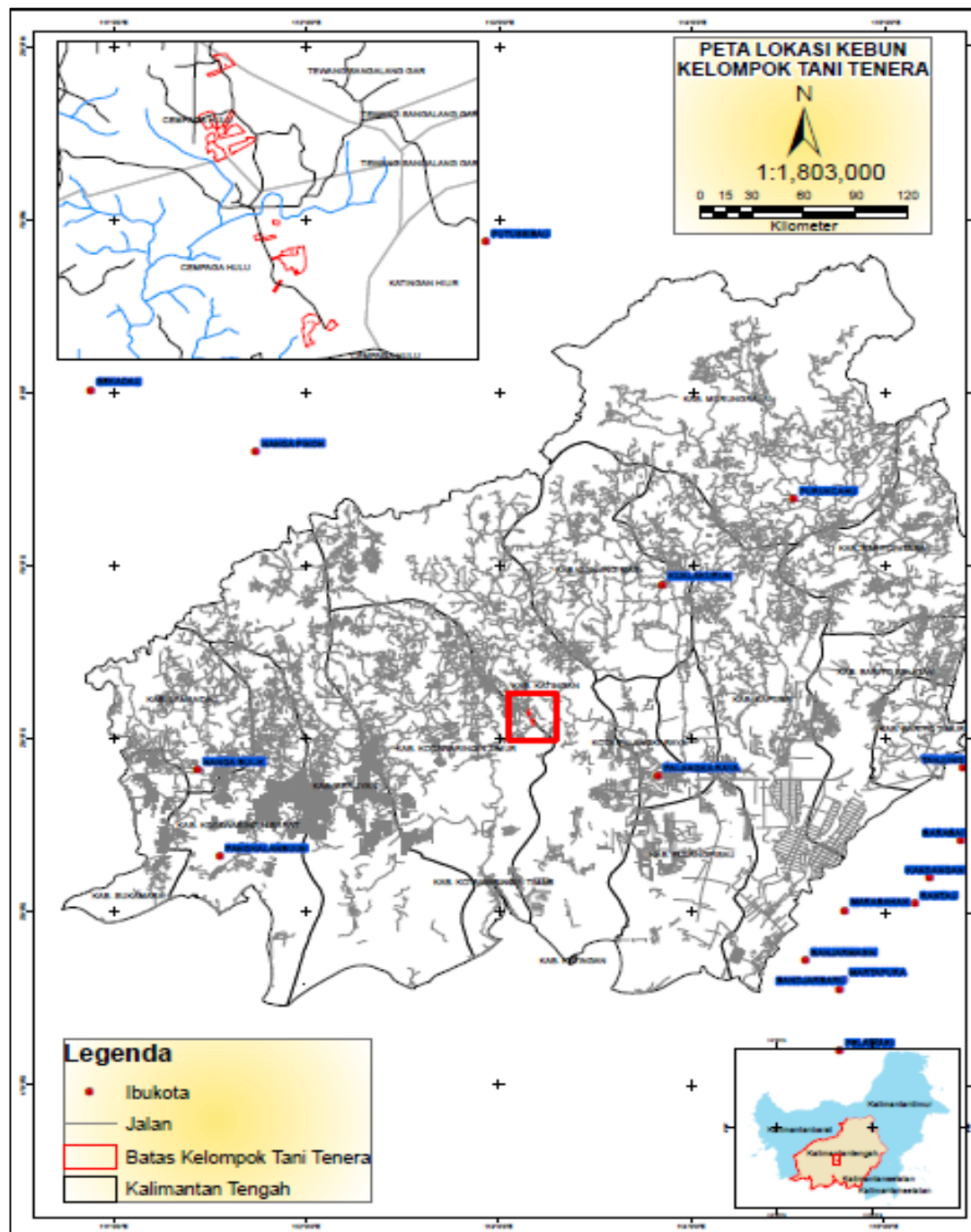
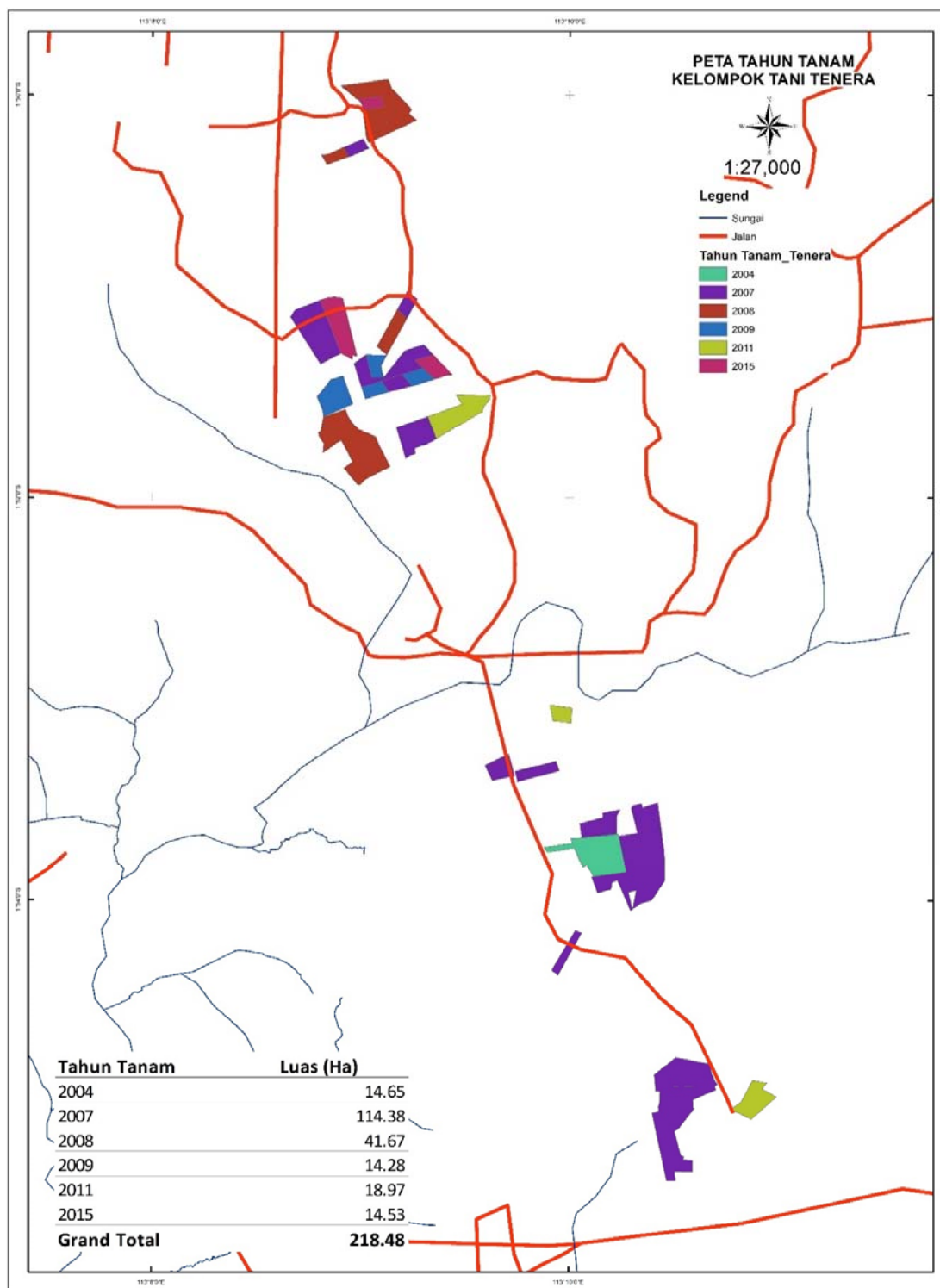


Figure 2. Operational Map of Kelompok Tani Tenera



Abbreviations Used

APAR	:	<i>Alat Pemadam Api Ringan</i> (fire extinguisher)
APD	:	PPE (Personal Protective Equipment)
ASA	:	Annual Surveillance Assessment
CSPKE	:	Certified Sustainable Palm Kernel Expeller
CSPKO	:	Certified Sustainable Palm Kernel Oil
CSPO	:	Certified Sustainable Palm Oil
FPIC	:	Free Prior Inform Concern
HCV	:	High Conservation Value
HPT	:	<i>Hama Penyakit Tanaman</i> (plant pest)
ICS	:	Internal Control System
ISH	:	Independent Small Holder
OFI	:	Opportunity for Improvement
SHM	:	<i>Sertifikat Hak Milik</i> (Legal Ownership Certificates)
SPPL	:	Surat Pernyataan Pengelolaan Lingkungan (Commitment Letter of Environment Management)
STD-B	:	<i>Surat Tanda Daftar – Budidaya</i> (cultivation registration certificate)
UPDKS	:	<i>Ulat Pemakan Daun Kelapa Sawit</i> (Oil Palm Leaf Eating Caterpillar)
PKS	:	Palm Oil Mill
P3K	:	First Aid
RSPO	:	Roundtable Sustainable Palm Oil

1.0	SCOPE of the CERTIFICATION ASSESSMENT		
1.1	Assessment Standard Used	<ul style="list-style-type: none">RSPO Certification Systems for Principles & Criteria and RSPO Independent Smallholder Standard Endorsed by the RSPO Board of Governors on 12 November 2020RSPO Independent Smallholder Standard, 6 November 2019	
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	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 Plantation		
1.4.1	Location of Certification Scope of Supply Base		
	Name of Smallholder Organisation	Location	Coordinate
			LatitudeLongitude
	Kelompok Tani Tenera	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°54'51.40"E 113°10'38.34"
1.5	Description of Area Statement		
1.5.1	Tenure		
	<ul style="list-style-type: none">State	Ha	
	<ul style="list-style-type: none">Community	223.92 Ha	
1.5.2	Area Statement		
	<ul style="list-style-type: none">Total Area	223.92 Ha	
	<ul style="list-style-type: none">Mature Area	218.48 Ha	
	<ul style="list-style-type: none">Infrastructure (road, bridge)	2.25 Ha	
	<ul style="list-style-type: none">Office and building	0.60 Ha	
	<ul style="list-style-type: none">Emplacement (housing)	0.61 Ha	
	<ul style="list-style-type: none">HCV	1.05 Ha	
	<ul style="list-style-type: none">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 Tenera			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 Smallholder Organisation	Total Area (Ha)	Production Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)
	Kelompok Tani Tenera	223.92	218.48	6,035.38	27.63
1.8	Tonnage of Product				
1.8.1	Past Annual Claim Certified Product		Last Year Projected Certified Volume (MT)		Last Year Actual Certified Volume (July 2020 to August) (MT)
	• FFB Production		7,119.86		7,119.50
	• CSPO Production		1,424.00		-
	• CSPKE Production		196.00		-
	• CSPKO Production		160.00		-
1.8.2	Product selling				
	Tonnage of selling product		Actual selling product for last year (July 2020 to August 2021) (MT)		
	• IS-CSPO sold as RSPO Credit		1,424.00		
	• IS-CSPK sold as RSPO Credit		160.00		
	• IS-CSPKE sold as RSPO Credit		196.00		
	• FFB sold as RSPO Certified Product		0		
	• FFB sold under other scheme		0		
	• FFB sold as conventional		0		
1.8.3	Estimate Certified FFB Claim				
	Name of Smallholder Organisation	Total Area (Ha)	Production Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)
	Kelompok Tani Tenera	223.92	218.48	6,244	28.60
	*Projected FFB production for 12 months of certificate				

1.8.4	Estimate Certified Palm Product Claim						
	FFB Processed (tonnes/year)	CPO		CSPKE		CSPKO	
		Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)
	-	-	-	-	-	-	-
1.9	Other Certifications						
	Others			-			

2.0	ASSESSMENT PROCESS
2.1	Assessment Team
ASA 3	<p>1. Asystasya Aishah Silalahi (Lead Auditor Witnessed). Indonesia Citizen, Bachelor of Economy, Major of Agribusiness, Faculty of Economic and Management. She has one year experience in consultancy. She has followed training such as ISPO Auditor Training, Lead Auditor ISO 9001:2015, OHS General Expert, RSPO lead auditor training course, SCCS, and several in house training related to environmental, BMP, SA 8000. Has been involved in several audit activities since 2016 related to sustainable palm oil certification covering waste management aspect, Social Aspect, Health and Safety Aspect, and Worker Welfare. During this audit, she verification regarding environment, conservation, and GHG aspect</p> <p>2. Leonada (Lead Auditor Witnessing). Bachelor of agriculture for plant breeding and seed technology programme study, department of agronomy, faculty of agriculture in Bogor Agricultural University. Having experience of more than five years working as a plantation operations staff and sustainability in private company of Indonesian oil palm plantations and is currently working on independent certification bodies as auditor. Training have been followed are: training of Indonesian sustainable palm oil (ISPO) lead auditor, training of RSPO lead auditor, RSPO SCCS training, SA 8000, ISO 17021; 2011, ISO 17065; 2012, ISO 19011; 2011, lead auditor ISO 9001; 2008, ISO 14001; 2005, training of management development program agronomy, training of analysis base solution for operation, training of integrated pest management (IPM), use of limited pesticides training, training management of waste pesticides and fertilizers, training mediation and conflict resolution, RSPO social and worker welfare training, general safety specialist training, health and safety management system (SMK3) auditor.</p> <p>3. Dwi Haryati (Auditor). Bachelor of Agriculture Department of Agriculture. She has experienced on Palm Oil Plantation as Sustainability staff. Training have been followed include: Training Auditor ISPO, Quality Management ISO 9001-2008, ISO 14001 Environmental Management, ISO 17021 & 17065, HCV, General Health Safety Expert, Health Safety Management System, GHG Workshop by the ISPO Commission, IHT Palm Oil Mill Processing, Awareness RSPO, IHT Best Practice in Peat Management, Mapping Potential and Conflict Resolution in Production Forest, and Social Accountability SA 8000 Training. RSPO audit experience since March 2015 and ISPO since May 2014. During this audit, she verification regarding environment, conservation, and GHG aspect</p> <p>4. Sentot Adi Subando (Auditor trainee). Indonesia citizen, Bachelor of Agriculture, Department of Agricultural Cultivation. He has five years of experience working since 2005 as Plantation Operational Staff and nine years as Internal Auditor in private oil palm plantations in Indonesia. The training that has been attended includes the Basic Management Development Program of Palm Oil Plantation, Use of Limited Pesticides, Best Practices in Internal Auditing, Fraud Auditing: Prevention, Detection, and Investigation, Operational Risk Approach in Internal Auditing, General Occupational Health and Safety Expert, ISPO, ISO 9001: 2015. In this audit activity, verification regarding BMP and transparency which is under the supervision of the Lead auditor</p>
2.2	Assessment Methodology, Assessment Process and Locations of Assessment
2.2.1	Figure of person days to implement assessment
ASA 3	<p>Number of auditors : 2 auditor & 1 auditor trainee</p> <p>Number of days for ASA-3 at site : 3 days</p> <p>Number of working days for ASA-3 at site : 6 Working days</p>
2.2.2	Assessment Process
ASA 3	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the Kelompok Tani Tenara to the requirements of RSPO Independent Smallholder Standard, 6 November 2019 and RSPO Certification Systems for Principles & Criteria and RSPO Independent Smallholder Standard Endorsed by the RSPO Board of Governors on 12 November 2020.</p> <p>The assessment was conducted in three methods: (1) document review, aiming to observe the sufficiency of types or substances from required documents; (2) <i>interview</i>, aiming to obtain more detailed information and cross check the information; and (3) field observation, aiming to observe directly the sufficiency of implementation on site.</p> <p>Some opportunities for improvement of the results ASA-3 delivered by the MUTU auditor to the management unit and</p>

	<p>the results are the subject will be verified at the next assessment phase (ASA-4).</p> <p>Improvement of findings from main assessment findings were observed by auditors at this ASA-3 assessment. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of ASA-3.</p> <p>Auditor team went from Jakarta to Palangkaraya and continued the trip by car to the site. Opening meeting conducted on the first day in Kelompok Tani Tenera Office and attended by the committee of Kelompok Tani Tenera.</p> <p>Stakeholder consultation involved internal and external stakeholders. Stakeholders included those immediately linked with the operation of the certification units such employees, the local government, and local communities. Meetings were held with stakeholders to seek their views on the performance of the certification unit with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and these have been incorporated into the assessment findings. The comments made by external stakeholders were also taken into account in the assessment</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. Closing Meeting conducted at the house of Kelompok Tani Tenera manager group in Palangka Raya and attended by some of the member. Closing meeting conducted in Palangka Raya because one day before closing meeting, auditor team have to do the PCR test in Palangka Raya before flight back to Jakarta.</p> <p>The assessment program please find Appendix 2</p>
2.2.3	Locations of Assessment
ASA 3	<p>Number of smallholders in this certification activity is 35 smallholders. The sample size should then be determined by the formula $(\sqrt{y}) \times (z)$, 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 8 (eight) farmers plots.</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 • HCV 4.1 in PAL 11 Plot 11.03. Observations related to the management of HCV areas and stake boundaries. • Fertilization in Pal 4, Plots 4.03 and 4.06. Observations and interviews regarding the application of fertilization according to procedures and safe work practices. • Harvesting in Pal 11, Plots 11.07, 11.08 and 11.10. Observations and interviews regarding the implementation of harvesting according to procedures, and safe work practices. • Boundaries in Pal 4 Plot 4.02 and Pal 5 Plot 5.02. Observations related to boundary markers. • Natural Trench in Pal 1 Plot 1.08 and Plot 1.10. Observations related to natural trenches.
2.3	Stakeholder Consultation and Stakeholders Contacted
2.3.1	Summary of stakeholder consultation process.
ASA 3	<p>Consultation of stakeholders for Kelompok Tani Tenera was held by:</p> <ul style="list-style-type: none"> • Public announcement at MUTU website on September 13th, 2021 • Public consultation by interview with locals of the nearby village (Hampalit Village and 13 members of Tenera Smallholder) on 28 September 2021

	<ul style="list-style-type: none"> Public consultation with statutory bodies in Katingan Regency (Plantation Agency, Land National Agency, and Environment Agency) on 28 September 2021 Public consultation with NGO by email to AMAN, Sawit Watch, Walhi and WWF on 23 September 2021 <p>Numbers of input from stakeholders were clarified by Kelompok Tani Tenera.</p>
2.3.2	Stakeholder contacted
	Please find appendix 1
2.4	Determining Next Assessment
	The next visit (ASA-4) will be conducted eight (8) months to twelve (12) month after date of annual license.

3.0 ASSESSMENT FINDINGS

3.1 Summary of Assessment Report of the RSPO Certification

MUTUAGUNG LESTARI has conducted an assessment of Kelompok Tani Tenera operation consisting of thirty five (35) smallholders.

During the assessment, there were No Nonconformity was assigned against Major/ Critical Compliance and minor/non critical Indicator and four (4) opportunities for improvement were identified.

MUTUAGUNG LESTARI found that Kelompok Tani Tenera complied with the requirements of RSPO Independent Smallholder Standard, 6 November 2019 and RSPO Certification Systems for Principles & Criteria and RSPO Independent Smallholder Standard Endorsed by the RSPO Board of Governors on 12 November 2020.

Therefore MUTUAGUNG LESTARI Recommends RSPO Certification of compliance is continued

3.1.1 The system requirements for Group Formation and Management (including the Internal Control System) that are only applicable to the group manager

Ref Std.	VERIFICATION RESULT of MUTU-Certification	
A – ICS: Group Entity and Group Management Requirements		
A.1 The Group demonstrates that they are legally formed		
<p>A.1.1 E Based on the document review and interviews, it was found that they were able to demonstrate that the formation of the Kelompok Tani Tenera and the selection of group managers were carried out legally by voting at the Members' Meeting held on February 1, 2017, with evidence of the signatures of 35 members. The elected group manager was Sugiyarno, who was also endorsed by the Hampalit Village Head in the Minutes of Inauguration of Kelompok Tani Tenera Management number 048/HPT/EKBANG/II/2007 dated February 1, 2017.</p> <p>Milestones A; Milestone B Not Applicable; there was no change of group manager.</p> <p>A.1.2 E, MS-A, MS-B 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>A.1.3 E, MS-A, MS-B Based on document review, interviews, and field observations, it is known that the Kelompok Tani Tenera has a procedure for accepting new members with the code POKTAN-TENERA-SOP-PAB-44 which was approved by the Manager on 10 July 2019. Some of the requirements include that oil palm plantations must be in the area APL status (Other Use Areas), has land legality at the level of SHM (Certificate of Ownership), and not from land planted in peat areas with planting years above 2017. Records of documents are collected and stored by the Farmer Group Management. All members of the Farmers Group have been evaluated against group requirements by the Group Manager.</p> <p>The results of the document review and interviews during the onsite audit, it was found that there were no additional members of the</p>		

farmer group

A.1.4 E, MS-A, MS-B

Based on document review and interviews during the onsite audit, it is known that all members have signed the membership requirements at the time of initial joining the farmer group and have known the membership requirements. The signing of a statement letter to join a farmer group was carried out for the period from February to May 2017, which contained a willingness to join, support and be involved in farmer group membership, a statement of compliance with all regulations, farmer group policy procedures. Support sustainable palm oil and RSPO certification, improve documentation, improve cultivation, environment and society.

Up to ASA-3 there are no new members in the farmer groups. From the results of interviews with several members of farmer groups, it is known that they have understood the requirements of members.

Status: Comply

A.2 The Group Manager is responsible for managing the Group for certification

A.2.1 E, MS-A, MS-B

Kelompok Tani Tenera already has an ICS structure, which is shown in the Decree of the Head of Kelompok Tani Tenera, number 01.II.KT.2017 dated February 1, 2017. In the document it is known that ICS consists of 1 chairman and 2 members. On January 1, 2019, ICS members increased by 1 person who serves as Internal Audit. In carrying out its duties, ICS already has guidelines in the form of group rules, policies, and procedures. Until ASA 3 is implemented, the Farmers Group has 57 procedures, such as technical operational procedures for land clearing, soil and water conservation, planting, weed control, pest and disease control, and harvesting. The Farmers Group also has procedures regarding organization, internal audit, OHS and environmental aspects, selection of employee recruitment, and selection of new members. One example of the ICS program is the inspection of random harvests on February 27, 2021. The results of the internal audit, found several discrepancies. The auditee in this case the Farmer Group Manager formulates corrective actions, preventive actions, and corrective targets. Improvements from the Auditee were re-verified on March 26, 2021 by Internal Audit.

The planned ICS has been implemented by group members. The results of document review, interviews, and field observations revealed that the manager of all operational activities of the farmer group is the manager of the farmer group. So, it is ensured that all operational activities of farmer groups have demonstrated compliance with ICS.

A.2.2 E, MS-A, MS-B

Based on interviews with Group Managers, it was found that Group Managers have an understanding of ISH standards, certifications, and related topics. Group managers are active in sustainable farmer group associations such as FORTASBI and communicate frequently with other ISH implementers. Field observations revealed that the workers under the Group Manager had performed the work according to procedures, and safe work practices during fertilization and harvesting. The results of interviews and document review, it is known that payments to members are made smoothly, this means that the financial resources of the farmer groups are sufficient to run the group.

A.2.3

Eligibility

The group manager has an annual group training plan, covering the RSPO Independent Smallholder Standard, group management (including group objectives and structure, and associated certification procedures and processes) and other topics as defined in the Independent Smallholder Standard.

The Kelompok Tani Tenera shows the institutional strengthening plan document which consists of the formation of a work unit consisting of the ICS team, harvesting team, Spraying & Fertilizing team, HCV team, and administration. Preparation of Internal Policies, preparation of contracts with 3rd parties, and Socialization of Organizational policies. establishment of the ICS organizational structure.

The Kelompok Tani Tenera can show the 2021 training plan document which is contained in the work plan of the ICS Kelompok Tani Tenera 2020/2021 in the field of capacity building. Some of the planned trainings include:

- Internal Audit Training for the Internal Audit team
- OSH training

- Technical training on harvesting, spraying and fertilizer
- HCV training
- Spraying training
- ICS organizational management training

Milestone A

The group manager can show members the phased approach that has been taken to participate in each training carried out. This can be seen from the journey process of the Kelompok Tani Tenera following the certification which has been running for approximately 3 years. Attendance lists for the same training and types of training are repeated to ensure that all members have received the same training. Meanwhile, Group Managers can show documentation of training realization from 2020-2021.

Milestone B

The Kelompok Tani Tenera can show the realization of the training that has been carried out during the period 2020 and 2021, the types of training that have been carried out include, ICS Training, RSPO Training, Internal Audit Training, HCV Training, Spraying Training, OHS Training, BMP Training, SOP and Policy Training. Some examples of training include:

- Training related to HCV on January 25, 2021 which was attended by 12 training participants.
- Spraying training on June 2, 2021 which was attended by 5 training participants.
- Ethic Code training for the farmer group team on June 9, 2021 which was attended by 10 participants.
- RSPO training for ICS team on June 2, 2021 attended by 12 Participants.
- BMP Training for Farmers in June 7, 2021 with a total attendance of all farmers/land owners & workers.
- Occupational Health & Safety Training on June 7, 2021 which was attended by 11 training participants.

Status: Comply

B – ICS: Policies and Management

B.1 The group Internal Control System contains documented policies and procedures for operational management.

B.1.1 E

The Kelompok Tani Tenera has ICS for operational management, including internal control for operational activities and procedures. The farmer group has an internal audit procedure in the Internal Audit Procedure of *SMK3* and RSPO with document number POKTAN_TENERA-SOP-1A-40. Then, based on interviews with ICS, it is known that no group members have been expelled from the Farmers Group. Related to this, the Farmer Group has the opportunity to continue to develop mechanisms or procedures related to the exclusion of members and sanctions for members who do not comply with the ICS (OFI).

B.1.1 MS-A & MS-B

The last internal audit was conducted in January and February 2021. Internal audit was conducted for all certification areas. Those audited include HCV maintenance and random harvesting. Based on the results of the January 2021 audit, there were 2 non-conformities and all non-conformities were met on 26 February 2021. For the internal audit on 27 February 2021, there were 4 non-conformities and all non-conformities were met on 26 March 2021.

B.1.2 E

Farmer groups have basic information related to members such as member legality documents, production data, land area, and member land coordinates. Farmer groups also have a declaration of membership which is stored in the document stating the commitment of the farmers. In addition, the farmer groups also show the legality of the members, including SHM, STD-B, and SPPL.

There is a total of 93 SHM Certificates in the Tenera Smallholder Group. The Original SHM were held by the respective smallholders. According to SHM document review, it could be concluded that the total area stated on 93 SHM's was 2,239,178 m2 or 223.92 ha. This hectare figure is complied with the scope of audit.

Tenera farmers group also showed the list of *STD-B* and *SPPL* for all members. For example:

STD-B on behalf of Fajar Megawati No. 503/030/DPMPSTP/STD-B/I/2018 issued on 10 January 2018 for area 8.627 Ha. There are 4 SPPL documents for 8.627 Ha issued on 23 April 2018.

Status: Comply

C – ICS: Group business planning		
C.1 The group has a group Business Plan prepared with the participation and contributions of group members.		
<p>C1.1 Eligibility The Farmers Group has an annual group business plan which is shown in the 2021 – 2023 work program made by the Group Manager. The document contains legal, operational, and social aspects. The operational aspects include aspects of production, fertilization, chemist application, pest control, and employment.</p> <p>Milestone A The farmer group work program is carried out by the Group Manager. The business plan is evaluated every month, especially related to operations. Farmer group operations and funding efforts are carried out by the group manager. This is stated in the Letter of Agreement between the farmer group and the Group Manager at the beginning of the establishment of the Farmer Group.</p> <p>Milestone B The results of the review of the 2020 Work Program Evaluation document and the work program until August 2021, it is known that the Farmers Group can carry out all material operational activities as planned. The results of interviews with group members, it is known that members have entrusted operational activities to group managers, and get regular profit sharing every month after deducting operational costs. The results of interviews with the management of farmer groups, it is known that the records of operational activities and payment transactions have been well documented. Based on the transactions shown, it is known that the Group's financial condition is in good condition and can support itself financially.</p>		
	Status: Comply	
C.2 The ICS of the group is integrated with the Group's Management Plan.		
<p>C.2.1 Eligibility The group managers have an annual group training plan, which includes the RSPO Independent Smallholder Standard, group management (including group objectives and structure, and associated certification procedures and processes) and other topics as set out in the Independent Smallholders Standard.</p> <p>Kelompok Tani Tenera shows an institutional strengthening plan document consisting of the establishment of a work unit at Kelompok Tani Tenera consisting of the ICS team, Pesticide operators, OHS team, fire control team, FPIC team and HCV team. Preparation of Internal Policies, drafting contracts with 3rd parties, and Dissemination of Organizational policies. establishment of the ICS organizational structure.</p> <p>Kelompok Tani Tenera can show the 2021 training plan document contained in the 2020/2021 Kelompok Tani Tenera ICS work plan in the field of capacity building. Some of the planned trainings include:</p> <ul style="list-style-type: none"> • Internal Audit training for the Internal Audit team • OSH training • HCV training • Pesticide operator Training • ICS organizational management training • HCS training <p>Milestone A Tenera Farmers Group can show evidence of periodic monitoring of the plans that have been carried out in management and monitoring reports, starting from recording production data, training, sales and other implementation according to the plans that have been made. The plans made have been reviewed periodically in the management review (conducted after an internal audit) or in the annual membership of the Farmers Group which was last conducted on 27 February 2021.</p> <p>Milestone B The group manager can show the internal audit documents that have been carried out to ensure all members follow and apply the</p>		

existing standards. This year's internal audit activities have been carried out in stages, namely on January 25, 2021 and February 27, 2021. There are several discrepancies related to the technical practices of plantation management and HCV management. All non-conformities have been corrected and implemented for third party (external) audit preparation. Interviews with Group Managers obtained information when internal audit was divided into several stages to be more effective and optimize available resources.

During the assessment, the auditor visited ten (10) sample plots of land and it was found that each plot had proof of land ownership in the form of a certificate, then it was observed that all boundaries were clearly visible in the field, the boundaries formed were in the form of poles installed at every corner land. However, based on field observations and interviews with the management of the Tenera Farmer Group, information was obtained if the procedures or mechanisms related to the Management Plan related to the Supply Chain were not yet available. In this regard, the Tenera Farmer Group appreciates developing mechanisms/procedures for the Supply Chain. OFI

Status: Comply

D – ICS: Group Trading System for Certified Volumes

D.1 The group has a procedure and system in place for the tracking of FFB.

D.1.1 E

The Kelompok Tani Tenera documents the annual production in the Data document for the Tenera Oil Palm Farmers Group Production Report 2021. The report explains the name of the owner, the area of land, and the monthly production of each owner.

Responsible person for recording production data is the administration and sales of certified products are members of the group who have competence.

D.1.1 MS-A

Annual production is recorded in the Tenera Farmers Group Production Report 2021. The report explains the name of the owner, the area of land, and the monthly production of each owner. While recording sales of FFB volume, farmer groups show screenshots of sales of CSPKE, CSPKO, and CSPO originating from the RSPO IT System. Sales of CSPKO and CSPKE are in accordance with the quotas owned by farmer groups, including:

Product	Projected certified volume (MT)	Actual selling product (July 2020 – August 2021) MT
CSPO	1,424	1,424
CSPKO	160	160
CSPKE	196	196

There are no excess selling or production

D.1.1 MS-B

The Tenera Farmers Group has recorded production of certified FFB in the Tenera Oil Palm Farmers Group Production Report 2021 and recorded sales of certified products shown from the RSPO IT system. Sales of certified products are carried out using the Book and Claim method. Based on the sales data shown, it is known that the Farmers Group has sold 100% certified products. Farmer groups show screenshots of sales of CSPKE, CSPKO, and CSPO originating from the RSPO IT System. Sales of CSPKO and CSPKE are in accordance with the quotas owned by farmer groups, including:

Product	Projected certified volume (MT)	Actual selling product (July 2020 – August 2021) MT
CSPO	1,424	1,424
CSPKO	160	160
CSPKE	196	196

There are no excess selling or production

Status: Comply

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

D.2.1 MS-A & MS-B

The Tenera Farmers Group has recorded production of certified FFB in the Tenera Oil Palm Farmers Group Production Report 2021 and recorded sales of certified products shown from the RSPO IT system. Sales of certified products are carried out using the Book and Claim method. Based on the sales data shown, it is known that the Farmers Group has sold 100% certified products.

In relation to the sale of certified products, the auditor team sees the potential for sales that exceed the actual production. Based on this, the Kelompok Tani Tenera has the opportunity to establish a mechanism for selling certified products to ensure that there will be no excess sales of certified products compared to the actual production (OFI).

Farmer groups show screenshots of sales of CSPKE, CSPKO, and CSPO originating from the RSP0 IT System. Sales of CSPKO and CSPKE are in accordance with the quotas owned by farmer groups, including:

Product	Projected certified volume (MT)	Actual selling product (July 2020 – August 2021) MT
CSPO	1,424	1,424
CSPKO	160	160
CSPKE	196	196

There are no excess selling or production

Status: Comply

D.3 The group has a procedure and system for premium distribution.

D.3.1

Eligibility

Tenera Farmers Group has procedure for premium distribution namely *SOP Penjualan Kredit Sertifikasi dan Pembagian Hasilnya* (POKTAN-TENERA-SOP-PAK-045). The procedure explains about:

- Credit selling is conduct by Group Manager
- Money from credit selling will be divided into:
 - Operation: 40%
 - Saving of group members: 6%
 - ICS achievement: 2%
 - Tax: 6%
 - ICS business capital outside of certification activities: 12%
 - Members: 31%
 - CSR: 3%
- income received by members is based on members hectarage

Milestone A

Based on interview with members known that the distribution of credit selling is based on procedure that mutually agreed.

Milestone B

Not Applicable

Status: Comply

3.2.2 The Principle Criteria and Indicators that are applicable to both smallholders (as individual group members) and group managers

Ref Std.	VERIFICATION RESULT of MUTU-Certification	
PRINCIPLE 1: OPTIMISE PRODUCTIVITY, EFFICIENCY, POSITIVE IMPACTS AND RESILIENCE		
1.1		
Smallholders establish a legal entity which has organisational capacity to comply with the RSPO Independent Smallholder Standard.		
<p>1.1 E 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>The farmer group shows a letter of agreement or a declaration form which contents refer to Annex 2, among others:</p> <ul style="list-style-type: none"> • Explain the names and addresses of land owners and cooperative representatives • Agreements mentioned in annex 2, for example an agreement to follow the rules/procedures that apply in the operational area of the cooperative. The rules/procedures in the Tenera Cooperative are listed in: <ul style="list-style-type: none"> ➢ Commitment of Poktan Tenera No. 002/P-TNR/SK/VII/2017 dated July 1, 2017, the contents of which include: Ensuring the welfare of employees by providing housing, water, health services, and education facilities; Ensure salaries and working conditions for employees always meet the minimum standards; guarantee not to do forced labor and not to employ child labor under the age of (< 18 years); all workers are free to form and join trade unions; not allow sexual harassment in the workplace and support a non-discrimination policy; establish a committee that is responsible for OHS, do not burn in land clearing and maintenance. ➢ Decree No. 008/P-TNR/SK/VIII/2017 dated August 3, 2017 regarding Herbicide Recommendations which explains that it is not permissible to use herbicides of groups 1A and 1B (Paraquat). <p>1.1 MS-A Based on interview with ICS member, it is known that ICS is a system to rule the activity in smallholder. Other than that, ICS also a person to monitor the operational activity in member's land and in Cooperative itself. Conducting internal audit also part of ICS. Internal audit conducted minimum twice a year.</p> <p>ICS member and smallholder member has received some training related to RSPO, best management practice, and more. The trainer is from external party. Some of training are:</p> <ul style="list-style-type: none"> - 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 <p>1.1. MS-B Based on interview with ICS member and some member of smallholder, it is known that all the decision in the smallholder made from annual meeting with the member. Result of meeting also informed to others members through social media such as WhatsApp group. Financial management also managed by the administration of smallholder. Based on interview with smallholder member, the best management practice is conducted according to the procedure for example the technique for harvesting, upkeep activity, internal audit, and more.</p>		
	Status: Comply	
1.2		
Smallholders have capacity to effectively manage their farm.		
<p>1.2 Eligibility Not Applicable</p>		

Milestone A

Kelompok Tani Tenera can show documentation of training on plantation operations, monitoring and planning which includes training on keeping production records, recording production for Poktan officers, Farmers' Groups and Smallholders. Examples of training for storing production data and recording harvests include:

Kelompok Tani Tenera can show documentation of plantation operational training, monitoring and planning which includes training on production recording, production recording for Poktan officers, farmer groups and farmers. Examples of training include procedures for recording harvests, production results, RSPO independent smallholder standards, understanding of assessment/audit preparation, labor obligations, operational work techniques in the field such as harvesting, spraying and fertilizing. For example, training related to harvesting, spraying and fertilizer farms operations which will be held on 7 June 2021, socialization of the understanding of independent smallholder audit standards on 2 June 2021.

Milestone B

The Kelompok Tani Tenera can demonstrate effective plantation management and manage production data records well. This is shown from production data for the last 1 year which has increased production. Production data has been manually recapitulated and accumulated every month. This data can be seen on the production board which is stored in the farmer's office, besides that monthly production data has been well recapitulated by the appointed administrative officer.

Status: Comply

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

Kelompok Tani Tenera and its members have committed to implementing good agricultural practices, which are stated in the Farmers Declaration dated March 29, 2021. The declaration contains, among others, awareness of sustainable production, a statement to join a farmer group and carry out RSPO certification for the ISH scheme, a commitment to provide information about ownership land, location, ownership status, source of labor, as well as a commitment to participate in training, be active in groups, no forced labor, pay national standard minimum wages, respect workers' rights, provide safe working conditions and facilities, no discrimination and harassment, and no child labour. Based on document review, it is also known that the farmers who have signed 28 members of the 35 members. Farmer groups have the opportunity to ensure that all members sign the Farmers Declaration. This becomes OFI.

Milestone A

Kelompok Tani Tenera has good agricultural practice procedures, including land preparation, construction and maintenance of roads and bridges, ditch construction and maintenance, soil and water conservation, planting, weed control, fertilization, pest and disease control, and harvesting. The Tenera Farmer Group has had a regular training program, which is shown in the Tenera Farmer Group Training Program document for the period 2019 – 2021, which is endorsed by the Manager. For example, in the 2021 program, in May, fire emergency response training was planned, and in June on the use of APAR, First Aid, and HCV. The Tenera farmer group also carried out socialization about safe work practices for harvesting, pesticide application, and fertilizer application as well as handing over PPE to workers on June 2, 2021. Harvest PPE provided included safety helmets, *egrek* gloves, *dodos* gloves, harvest gloves, and shoes. boot to 6 harvest workers. PPE for maintenance workers, namely spraying and fertilizing including protective glasses, boots, aprons, spray masks, rubber gloves, and safety helmets equipped with faceshields are provided for 5 workers. On the same date, it was continued with spraying and fertilizing training for workers. Harvest training will be held on June 7, 2021 to practice the correct way of harvesting and using safe PPE. The training was conducted by ICS for 6 Harvesters and 1 Harvest Foreman.

Milestone B

Based on field observations in the application of RP fertilization in Pal 4, Plot 4.03 it is known that workers have applied fertilizer according to the procedure and have been equipped with PPE such as safety helmets equipped with face shields, apron, synthetic gloves, and boots. Likewise with harvest observations in Pal 11, Plot 11.07, Plot 11.08, and Plot 11.10 who have harvested according to procedures and used appropriate PPE such as safety helmets, cloth gloves, and boots.

The group manager explained that the fertilizer recommendations were based on soil and leaf tissue analysis. The group manager shows the results of leaf analysis and soil analysis at the Bumitama Guna Jaya Laboratory which has been registered with KAN with the number LP-1036-IDN in August 2020.

<p>Production monitoring is carried out every day by the farmer group management. In selling FFB, the Farmers Group cooperates with a 3rd party, namely Graha Tenera. The farmer group shows documents, such as FFB transportation slips, Mill weighing tickets, and sample invoices for August 2021 to CV Graha Tenera along with proof of payment. Management also shows the calculation of profit sharing to all group members after deducting Operational Costs.</p>		
	Status: Comply	
PRINCIPLE 2: ENSURE LEGALITY, RESPECT FOR LAND RIGHTS AND COMMUNITY WELLBEING		
2.1		
Smallholders have legal or customary rights to use the land in accordance with national and local laws and customary practices.		
<p>2.1. E Tenera Farmers Group showed the list of members and their land coordinates. There are 35 members. All members already have the legal rights in form of <i>Surat Hak Milik</i>, business permit in form of STD-B, and environment permit in form of SPPL. All the legal documents covering area of 223.92 Ha</p>		
<p>2.1. MS-A Tenera Farmers Group showed the example of ownership documents of the members, for example:</p> <ul style="list-style-type: none"> - 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. <p>Tenera Farmers Group also showed the list of STD-B and SPPL for all farmers covering area of 223.92 Ha.</p>		
<p>2.1. MS-B Based on field visit to members land, it is known that the land demarcation is clearly visible. There is no land dispute between members. Members only operate within their area.</p>		
	Status: Comply	
2.2		
Smallholders have not acquired lands from indigenous peoples, local communities or other users without their free, prior and informed consent, based on a simplified FPIC approach.		
<p>2.2. E, MS-A, MS-B There is no new member. Based on interview with 4 members of smallholder, the land is acquired from local residents through the FPIC process. All members already have the land rights in form of SHM and all members already signed the smallholder declaration form. Based on interview with representative of surrounding village, there is no complaint about land dispute from local residents.</p>		
	Status: Comply	
2.3		
The right to use the land is not disputed by indigenous peoples, local communities or other users.		
<p>2.3. E Based on interview with representative of surrounding village and the smallholder members, there is no complaint about land dispute. Based on field observation to members land, it is known that the demarcation land is clearly visible and there is no land dispute between the members.</p>		
<p>2.3. MS-A & MS-B Based on interview with representative of surrounding village and the smallholder members, there is no complaint about land dispute from local residents.</p>		
	Status: Comply	
2.4		
Smallholder plots are located outside of areas classified as national parks or protected areas, as defined by national, regional or local law or as specified in National Interpretations.		
2.4		
Eligibility		

Referring to the overlay result of the Tenera Farmers Operational map, the Tenera Farmers Group is outside the Forest Area (Nature Reserve/Nature Conservation Area, Protection Forest, Limited Production Forest, Permanent Production Forest or Convertible Production Forest) and is in Other Use Areas. All areas within the Kelompok Tani Tenera area have a Certificate of Ownership (SHM).		
Milestone A & Milestone B Same with Eligibility.		
	Status: Comply	
2.5 For new plantings, smallholders do not clear or acquire any land without obtaining the free, prior and informed consent (FPIC), of local communities and indigenous people, based on a simplified FPIC approach.		
Do any smallholders within the group have plans for new plantings of oil palm? If none, SKIP		
2.5. E, MS-A, MS-B Based on interview with manager group, there is no plan for new planting/land addition to the smallholder.		
	Status: Comply	
PRINCIPLE #3 RESPECT HUMAN RIGHTS, INCLUDING WORKERS' RIGHTS AND CONDITIONS		
3.1 There is no use of forced labour.		
3.1 Eligibility Documents verifications, interviews with associations management as well as farmers during field visit it was known if all members have signed and acknowledged membership requirements. All members prior joint with the association need to complete the requirements as a prospective member, among others copy id cards, land ownerships evidence, family identity cards and etc. furthermore the members also need to sign several documents as follows:		
<ul style="list-style-type: none"> Farmers' statement letter of willingness to follow the RSPO certification as mentioned in annex 2 Statement letter of Smallholder Declaration as mentioned in annex 2 Statement letter of RSPO Certification commitment as mentioned in annex 2. 		
Tenera Farmers Group can show a Commitment Document not to use workers from forced labor practices from each member which is contained in the statement letter of RSPO Certification commitment which has been signed by each member, the commitment has been signed by each member before joining.		
In addition, Tenera Farmers Group has a list of workers who are employed by each member, the amount of salary given and a work contract between the land owner and the workforce. Tenera Farmers Group holds Copies of each contract between the land owner and labor and is kept at the office.		
Milestone A Training Free and fair employment has been carried out by Tenera Farmers Group to each of its members which was carried out in conjunction with BMP/RSPO understanding training at June 2021. The implementation of the training that has been carried out can be shown from the existence of a land owner contract with harvest workers. For example, the Work Contract for Harvesting and Pruning between land owner and worker dated January, 2021. The work contract has explained several points such as the obligation to pay wages to the 1st party, harvesting schedule, wage standards, payment mechanisms wages, disputes, and the term of the contract.		
Milestone B The labor used by farmers/ land owners is the surrounding community consisting of landowners (who are able to harvest), children of land owners, or other residents. so that there is no retention of worker identity documents by land owners. Each worker can terminate his employment contract and have another job.		
Based on the results of interviews with harvest workers in farmer group, it is known that there is no retaining of personal identity, no delay or withholding of wages, or other things that are prohibited by applicable regulations. Wages are paid once a month without any		

problems or delays.		
	Status: Comply	
3.2 Children are not employed or exploited. Work by children is acceptable on family farms, under adult supervision and when not interfering with education programmes. Children are not exposed to hazardous working conditions.		
3.2 Eligibility Documents verifications, interviews with associations management as well as farmers during field visit it was known if all members have signed and acknowledged membership requirements. All members prior joint with the association need to complete the requirements as a prospective member, among others copy id cards, land ownerships evidence, family identity cards and etc. furthermore the members also need to sign several documents as follows: <ul style="list-style-type: none"> farmers' statement letter of willingness to follow the RSPO certification as mentioned in annex 2 statement letter of Smallholder Declaration as mentioned in annex 2 statement letter of RSPO Certification commitment as mentioned in annex 2. Tenera Farmers Group can show a commitment document not to use child labor from each member which is contained in the statement letter of RSPO Certification commitment which has been signed by each member. Milestone A & Milestone B Based on the results of interviews with land owners (7 land owners) it is known that land owners have understood that the use of children is prohibited for work (main work). From these data, it is known that there are no employees under 15 years. Based on the results of the field visit, it was not found that minors were doing main/dangerous work such as harvesting, transporting or spraying.		
	Status: Comply	
3.3 Workers' pay complies with minimum legal requirements, mandatory industry standards as defined by national law or collective bargaining, whichever takes priority in local regulations.		
Are there workers on the farm? If no, SKIP		
3.3 Eligibility Documents verifications, interviews with associations management as well as farmers during field visit it was known if all members have signed and acknowledged membership requirements. All members prior joint with the association need to complete the requirements as a prospective member, among others copy id cards, land ownerships evidence, family identity cards and etc. furthermore the members also need to sign several documents as follows: <ul style="list-style-type: none"> farmers' statement letter of willingness to follow the RSPO certification as mentioned in annex 2 statement letter of Smallholder Declaration as mentioned in annex 2 statement letter of RSPO Certification commitment as mentioned in annex 2. Tenera Farmers Group can show a document of commitment to pay workers in accordance with the minimum requirements in applicable law or mandatory industry standards of each member contained in the statement letter of RSPO Certification commitment Tenera Farmers Group which has been signed by each member before joining. Milestone A & Milestone B Based on the results of interviews with harvest workers in farmer group, it is known that there is no retaining of personal identity, no delay or withholding of wages, or other things that are prohibited by applicable regulations. Wages are paid once a month without any problems or delays. For example : premium payments in August 2021 for 6 harvest workers, for example worker who work for 24 day with a tonnage price of IDR 14,470 at a price of IDR 50/kg, premium of IDR 723,500, base premium of IDR 204,000 and total premium of IDR 927,500,- The wages paid have been in accordance with the agreement between the land owner and the workers.		
	Status: Comply	

3.4

Workers understand their rights and freedom to file a complaint to group manager or relevant third parties, including RSPO.

Are there workers on the farm? If no, SKIP

3.4

Eligibility

Documents verifications, interviews with associations management as well as farmers during field visit it was known if all members have signed and acknowledged membership requirements. All members prior joint with the association need to complete the requirements as a prospective member, among others copy id cards, land ownerships evidence, family identity cards and etc. furthermore the members also need to sign several documents as follows:

- farmers' statement letter of willingness to follow the RSPO certification as mentioned in annex 2
- statement letter of Smallholder Declaration as mentioned in annex 2
- statement letter of RSPO Certification commitment as mentioned in annex 2.

Tenera Farmers Group can show a commitment document to respect the rights of workers to submit complaints / complaints from each member contained in the statement letter of RSPO Certification commitment Kelompok Tani Tenera which has been signed by each member, The commitment has been signed by each member before joining.

Milestone A

Tenera Farmers Group already has a Complaints SOP which is contained in the Member Complaints SOP No: 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.

The realization of the training and the submission of the complaint mechanism to members have been conveyed to members. In addition to being attended by land owners, the delivery and socialization of palm oil guidelines was also carried out to workers.

The realization of the submission of the complaint mechanism will be carried out on June 9, 2021 to all farmers. In addition to the complaint mechanism, BMP training was delivered in June 2021.

Milestone B

Based on the results of interviews with workers, it was explained that they had understood the existing complaint mechanism. As for the complaint records until the audit was carried out, there have been no complaints submitted by workers to the farmer group.

Status: Comply

3.5

Working conditions and facilities are safe and meet minimum legal requirements.

3.5

Eligibility

Documents verifications, interviews with associations management as well as farmers during field visit it was known if all members have signed and acknowledged membership requirements. All members prior joint with the association need to complete the requirements as a prospective member, among others copy id cards, land ownerships evidence, family identity cards and etc. furthermore the members also need to sign several documents as follows:

- farmers' statement letter of willingness to follow the RSPO certification as mentioned in annex 2
- statement letter of Smallholder Declaration as mentioned in annex 2
- statement letter of RSPO Certification commitment as mentioned in annex 2.

Tenera Farmers Group can show a commitment document to provide safe working conditions and facilities for each member which is contained in the statement letter of RSPO Certification commitment Kelompok Tani Tenera which has been signed by each member. The commitment is signed by each member before joining.

Milestone A

Tenera Farmers Group has completed training on safe working methods which was attended by all planters and workers. Safe work training has covered safe work in the stages of harvesting, transporting and using pesticides. Some examples of training that have

been carried out by Tenera Farmers Group include:

- Spray unit team training on June 2, 2021 which was attended by 5 training participants.
- BMP Training for Farmers in June 7, 2021 with a total attendance of all farmers/land owners.
- Occupational Health and Safety training on June 7, 2021, which was attended by 11 training participants.
- RSPO training for ICS team on June 2, attended by 12 Participants.

Milestone B

Workers and planters at Tenera Farmers Group have access to safe working conditions. Some of the facts found in the field during the audit process include:

- First aid facilities available in each farmer group.
- The use of PPE by each worker (Helmets, Shoes) by workers or farmers who do their own work.
- For housing facilities, workers and planters have access to clean water, respectively, because the majority of workers are neighbors or relatives of farmers from nearby villages.

Supporting facilities for spraying work have been facilitated by the farmer group where it has available a rinse house, Apron, cap, mask and others. The spraying activities will be managed by the farmer group.

Status: Comply

3.6

There is no discrimination, harassment, or abuse on the farm

Are there workers on the farm? If no, SKIP

3.6

Eligibility

Documents verifications, interviews with associations management as well as farmers during field visit it was known if all members have signed and acknowledged membership requirements. All members prior joint with the association need to complete the requirements as a prospective member, among others copy id cards, land ownerships evidence, family identity cards and etc. furthermore the members also need to sign several documents as follows:

- Farmers' statement letter of willingness to follow the RSPO certification as mentioned in annex 2
- Statement letter of Smallholder Declaration as mentioned in annex 2
- Statement letter of RSPO Certification commitment as mentioned in annex 2.

Tenera Farmers Group can show a document of commitment not to discriminate, harassment, or violence in the plantation from each member which is contained in the statement letter of RSPO Certification commitment Tenera Farmers Group which has been signed by each member, the commitment is signed by each member before joining.

Milestone A

Tenera Farmers Group has completed training on discrimination, harassment, and violence in the workplace. attended by all planters and workers. The training has been contained in several socializations and trainings as follows:

- RSPO training for ICS team and cooperative members held on June 7, 2021.
- BMP Training for Farmers in June 2, 2021 with a total attendance of all farmers/land owners.

Milestone B

Based on the results of interviews with workers in farmer group, they said that they had worked safely, during the work process they had never received discrimination, harassment, or violence from either the land owner or other stakeholders around the work location.

Status: Comply

PRINCIPLE #4 PROTECT, CONSERVE AND ENHANCE ECOSYSTEMS AND THE ENVIRONMENT

4.1

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

4.1

Eligibility

Documents verifications, interviews with associations management as well as farmers during field visit it was known if all members have signed and acknowledged membership requirements. All members prior joint with the association need to complete the requirements as a prospective member, among others copy id cards, land ownerships evidence, family identity cards and etc. furthermore the members also need to sign several documents as follows:

- Farmers' statement letter of willingness to follow the RSPO certification as mentioned in annex 2
- Statement letter of Smallholder Declaration as mentioned in annex 2
- Statement letter of RSPO Certification commitment as mentioned in annex 2.

Tenera Farmers Group can show a commitment document to protect HCV and HCS forests through a precautionary practice approach from each member which is contained in the statement letter of RSPO Certification commitment Kelompok Tani Tenera which has been signed by each member, the commitment is signed by each member members before joining.

Milestone A

Tenera Farmers Group already has a management plan for the 2020/2021 High Conservation Value Area. Some of the planned activities include Area boundary marking, prevention and control of land fire hazards, area protection and flora and fauna species. Trench area rehabilitation, trench maintenance. The types of derivative activities that will be carried out include making signboards prohibiting land clearing by burning, installing signboards against spraying completely, prohibiting hunting signboards, planting woody plants in ditches/canal/river border areas, mechanical maintenance.

While examples of HCV socialization activities to workers and land owners have been carried out on

- Training related to HCV/HCV on January 25, 2021 which was attended by 12 training participants.
- Socialization of audit understanding and RSPO Criteria Principles, including HCV on 2 June 2021 to 12 employees.
- Training on safe working with chemicals and spraying techniques including forms of HCV management to ensure that there are no chemical application activities in the HCV area on 7 June 2021 for 11 employees.

Milestone B

Some of the HCV management activities that have been carried out by Tenera Farmers Group include Installation of signboards, socialization, and planting of woody plants in border areas. Based on the results of the field visit at the Farmer Group, it is known that planting activities have been carried out and HCV signboards have been installed. The results of interviews with land owners and workers are known that they can explain about HCV or its management.

Status: Comply

4.2

Where the existing smallholder plot has been planted and cleared after November 2005 or is on an area identified as HCS forests after November 2019 up to the eligibility period, a remediation and compensation process appropriate for smallholders based on Land Use Change Analysis (LUCA) will be applicable (Reference preamble).

4.2

Eligibility

Documents verifications, interviews with associations management as well as farmers during field visit it was known if all members have signed and acknowledged membership requirements. All members prior joint with the association need to complete the requirements as a prospective member, among others copy id cards, land ownerships evidence, family identity cards and etc. furthermore the members also need to sign several documents as follows:

- farmers' statement letter of willingness to follow the RSPO certification as mentioned in annex 2
- statement letter of Smallholder Declaration as mentioned in annex 2
- statement letter of RSPO Certification commitment as mentioned in annex 2.

Tenera Farmers Group can provide information on all plots of smallholder land converted and planted with oil palm after 2005, a statement of commitment contained in a statement letter of willingness to follow the RSPO certification. Referring to the study of documents, land history and interviews with village representatives and related offices.

Milestone A & Milestone B

Independent smallholder has made the template for disclosure of areas without Prior HCV Assessment since November 2005 planting

after November 2005-2015 did not open plantations in primary forest. The smallholder has sent the Shape file and HCV Assessment report on February 19th, 2018 to RSPO (nanda.ismael@rspo.org; membership@rspo.org and nur.ainaa@rspo.org). Email response from RSPO on February 21st, 2018 which informs email clarification on January 11th, 2018 it's informs "for independent smallholder only disclosure is required for the membership application. For LUCA and HCV Assessment, it is required for the next step remediation and compensation procedure (RACP). RSPO will share Shape File to the reviewer for LUCA Analysis when the reviewer is available". Kelompok Tani Tenera is independent smallholders. Based on the RSPO Remediation & Compensation Procedure approved by BOG on November 16, 2015. The remediation and compensation procedure does not apply to independent smallholders seeking certification.

Status: Comply

4.3

New plantings of independent smallholders, since November 2019:

- Do not replace any HCVs
- Do not replace any HCS forests as defined by the simplified combined HCV-HCS approach
- Are not on steep slopes (more than 25 degrees or as in NI)
- Are not on peat areas of any depth.

Do any smallholders within the group have plans for new plantings of oil palm? If none, SKIP

4.3

Eligibility

Documents verifications, interviews with associations management as well as farmers during field visit it was known if all members have signed and acknowledged membership requirements. All members prior joint with the association need to complete the requirements as a prospective member, among others copy id cards, land ownerships evidence, family identity cards and etc. furthermore the members also need to sign several documents as follows:

- farmers' statement letter of willingness to follow the RSPO certification as mentioned in annex 2
- statement letter of Smallholder Declaration as mentioned in annex 2
- statement letter of RSPO Certification commitment as mentioned in annex 2.

Tenera Farmers Group can show a commitment document that it will not carry out new plantings in HCV or HCS forest areas, areas with steep slopes (more than 25 degrees or as defined in the National Interpretation), or on peat. Kelompok Tani Tenera can show a commitment document that it will not carry out new plantings in HCV or HCS forest areas, areas with steep slopes (more than 25 degrees or as defined in the National Interpretation), or on peat. The commitment has been signed by each member before joining.

Milestone A & Milestone B

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

Status: Comply

4.4

Where smallholder plots exist on peat, subsidence and degradation of peat soils is minimised by use of best management practices.

Do any smallholders within the group have existing plots on peat? If no, SKIP

4.4

Eligibility, Milestone A, Milestone B

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

Status: Comply

4.5

Plots on peat are replanted only on areas with low risk of flooding, saline intrusion as demonstrated by a risk assessment.

Do any smallholders within the group have plans for replanting plots that are located on peat? If no, SKIP

<p>4.5 Eligibility, Milestone A, Milestone B Information of soil properties is presented in document of Soil Map (Scale 1:27,000), which informed there were six soil type in Tenera Smallholder Group operational areas, e.g. <i>Placaquods</i>, <i>Troposamants</i>, <i>Dystropepts</i>, <i>Tropudults</i>, <i>Dystropepts</i> and <i>Placaquods</i>. 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.</p>	<p>Status: Comply</p>
<p>4.6 Fire is not used on the oil palm plot for preparing land or for pest control, nor open fire for waste management on the farm.</p> <p>4.6 Eligibility Kelompok Tani Tenera has a policy of not burning in land clearing and plant maintenance as stated in point 7 "Commitment of the Tenera Poktan" which was signed by the Tenera Poktan manager on July 1, 2017.</p> <p>Milestone A Kelompok Tani Tenera has had a regular training program, which is shown in the Tenera Farmer Group Training Program document for the period 2019 – 2021, which is endorsed by the Manager. For example, in the 2021 program, in May, fire emergency response training was planned, and in June on the use of APAR, First Aid, and HCV.</p> <p>Milestone B Based on document review, interviews, and field observations during ASA-3, it was found that there was no new land clearing and oil palm replanting. Pest and disease control is carried out not using fire, but using natural enemies such as <i>Turnera subulata</i> for UPDKS and the use of pheromone traps for the Rhinoceros Beetle. In waste management, especially domestic waste in workers' housing, organic and inorganic waste bins have been provided, which are routinely taken by garbage trucks to be disposed of at the landfill.</p>	
<p>Status: Comply</p>	
<p>4.7 Riparian buffer zones are identified and managed to ensure they are maintained and/or enhanced.</p> <p>4.7 Eligibility Kelompok Tani 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 Kelompok Tani Tenera. The form of planning that is taken is not spraying around the river border area. In addition, Kelompok Tani Tenera can demonstrate a commitment not to carry out new plantings in the river area zone as stated in the statement letter of RSPO Certification commitment. The commitment has been signed by each member before joining.</p> <p>Milestone A The Tenera Farmer's Group has completed training on river buffer zone management which is included in the HCV area training which will be held on January 25, 2021. Some of the planned activities include marking of area boundaries, prevention and control of land fire hazards, protection of areas and species of flora and fauna. Reservoir area rehabilitation, reservoir maintenance. The types of derivative activities that will be carried out include making signs prohibiting land clearing by burning, installing signs prohibiting spraying completely, prohibiting hunting signs, planting woody plants in canal/river border areas, mechanical maintenance.</p> <p>Milestone B Several activities for managing river border areas or securing wet areas that have been carried out by the Kelompok Tani Tenera include installation of signs, socialization, and planting of woody plants in border areas. Based on the results of field visits at the Farmers Group, it is known that planting and installation of HCV signage has been carried out. The results of interviews with land owners and workers are known to be able to explain about HCV and the management of HCV/buffer zones.</p>	
<p>Status: Comply</p>	
<p>4.8 Pesticides are used in ways that do not endanger health of workers, family, communities or the environment.</p> <p>4.8 Eligibility The Farmer Group has a commitment not to use group 1A and 1B herbicides contained in the Group Manager Decree number 008/P-</p>	

TNR/SK/VIII/2017 dated August 3, 2017.		
Milestone A Kelompok Tani Tenera also conducted socialization on safe work practices for harvesting, pesticide application, and fertilizer application as well as handing over PPE to workers on June 2, 2021, which was carried out by ICS. Based on the herbicide use document review, it was known from 2020 until the ASA-3 Onsite Audit was carried out, that the Farmer Group only used the herbicides Methyl Metsulfuron and glyphosate.		
Milestone B Based on observations and interviews with workers, it is known that workers have received training on safe pesticide application. When ASA-3 was implemented, there was no pesticide application agenda, only fertilizer application. Fertilizer applicator workers have been equipped with safety helmets equipped with face shields, masks, aprons, synthetic gloves, and boots. The age of the workers is over 20 years old, and there are no workers who are pregnant or breastfeeding. The group manager explained that the company has justified the use of specific herbicides in weed control procedures.		
	Status: Comply	
4.9 The group and smallholders manage pests, diseases, weeds and invasive introduced species using appropriate techniques, including but not limited to Integrated Pest Management (IPM) techniques.		
4.9 Eligibility N/A		
Milestone A The results of the study of the Smallholder Declaration document dated March 29, 2021, it is known that the declaration contains, among others, awareness of sustainable production, a statement to join a farmer group and carry out RSPO certification for the ISH scheme, a commitment to relevant RSPO principles, criteria and indicators, a commitment to provide information on ownership land, location, ownership status, source of labor, as well as a commitment to participate in training, be active in groups, no forced labor, pay national standard minimum wages, respect workers' rights, provide safe working conditions and facilities, no discrimination and harassment, and no child labour. The declaration has translated into training on spray application, harvesting techniques, fire prevention, and integrated pest and disease control practices.		
Milestone B Based on field observations revealed that farmer groups had planted and maintained Turnera subulata as a host for UPDKS predators. The use of these beneficial plants is one way of controlling UPDKS which is expected to reduce the use of pesticides. Farmer groups have maintained records of the use of pesticides used. For example, in 2020 Glyphosate 313 L has been used, while until August 99.4 L.		
	Status: Comply	

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.
ASA - 3	Kelompok Tani Tenera do not use RSPO trademark and CB Logo
	Status: Comply
2.	Implementation of certificate and trademark used by Client comply with size and type (shape) against Guideline of trademark Use
ASA - 3	Kelompok Tani Tenera do not use RSPO trademark and CB Logo
	Status: Comply
3.	Implementation of Certificate and Trademark is not used on product
ASA - 3	Kelompok Tani Tenera do not use RSPO trademark and CB Logo
	Status: Comply
4.	Controlling of Certificate and Trademark, including withdrawing inappropriate trademark.
ASA - 3	Kelompok Tani Tenera do not use RSPO trademark and CB Logo
	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 ASA-2 Assessment

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

3.3.2 Identification of Findings, Corrective Actions and Observations at ASA-3 Assessment

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

3.3.3. Opportunity for Improvement

No	Ref. Std.	Description
1	1.3	<p>Smallholders apply good agricultural practices (GAP) in their farms.</p> <p>E: Smallholders are committed to implementing good agricultural practices in their farms. (Reference Smallholder Declaration, 1.1.E, Appendix 2)</p> <p>MS-A: Farmers complete training on Good Agriculture Practices (GAP).</p> <p>MS-B: Smallholders have adopted GAP in their plantations and track productivity through, but not limited to, FFB sales records.</p> <p>During the audit, field observations of 10 plots and interviews with 4 members of farmer groups, 2 foreman, and 4 workers were carried out as well as document review. Based on the Smallholder Declaration document review, dated March 29, 2021, it is known that the declaration contains, among others, awareness of sustainable production, a statement to join a farmer group and carry out RSPO certification for the ISH scheme, a commitment to provide information on land ownership, location, ownership status, labor sources, and commitment to participate in training, be active in groups, no forced labor, pay national standard minimum wages, respect workers' rights, provide safe working conditions and facilities, no discrimination and harassment, and no child labor. The results of document verification, it is also known that the farmers who have signed 28 members of the 35 members. Farmer groups have the opportunity to ensure that all members sign the Farmers Declaration.</p>
2	B.1.1 E	<p>Tenera Farmers Group has ICS for operational management, including internal control for operational activities and procedures. The farmer group has an internal audit procedure in the Internal Audit Procedure of <i>SMK3</i> and RSPO with document number POKTAN_TENERA-SOP-1A-40. Then, based on interviews with ICS, it is known that no group members have been expelled from the Farmers Group. Related to this, the Farmer Group has the opportunity to continue to develop mechanisms or procedures related to the exclusion of members and sanctions for members who do not comply with the ICS</p>
3	C.2.1	<p>E: A group management plan is available which includes:</p> <ul style="list-style-type: none"> • Training/capacity building plans to improve productivity of group members • An approach to strengthen links within the supply chain • Plan for continuous improvement projects (i.e. on waste, soil, etc.), if any <p>MS-A: The group management plan is implemented and reviewed at least annually</p> <p>MS-B: The group manager demonstrates the group's compliance with this ISH Standard.</p> <p>Based on field observations and interviews with the management of the Tenera Farmer Group, information was obtained if the procedures or mechanisms related to the Management Plan related to the Supply Chain were not yet available. In this regard, the Tenera Farmer Group appreciates developing mechanisms/procedures for the Supply Chain.</p>
4	D.2.1	<p>The Tenera Farmers Group has recorded production of certified FFB in the Tenera Oil Palm Farmers Group</p>




	MS A & MS-B	<p>Production Report 2021 and recorded sales of certified products shown from the RSPO IT system. Sales of certified products are carried out using the Book and Claim method. Based on the sales data shown, it is known that the Farmers Group has sold 100% certified products.</p> <p>In relation to the sale of certified products, the auditor team sees the potential for sales that exceed the actual production. Based on this, the Kelompok Tani Tenera has the opportunity to establish a mechanism for selling certified products to ensure that there will be no excess sales of certified products compared to the actual production</p>
--	-------------	--

3.3.4. Noteworthy Positive Components

No	Description
1	Commitment of farmer groups in implementing sustainable palm oil principles
2	Good cooperation and presentation of documents
3	Pay attention to the welfare of farmer group employees

3.4 Summary of Arising Issues from Public and Auditor Verification.

Public Issues (Institution/ NGO/Community)	Auditor Verification
Plantation Agency of Katingan Regency Kelompok Tani Tenera already has business permit for all farmers in Form of STD-B. Group manager also have good communication with The agency. There is no complaint from local residents about operational Activity of kelompok tani.	There was no negative issue that need further verification.
Environmental Agency of Katingan Regency Kelompok Tani Tenera already has environment permit for all farmers in Form of SPPL. Group manager also have good communication with The agency. There is no complaint from local residents about operational Activity of kelompok tani.	There was no negative issue that need further verification.
Land National Agency of Katingan Regency Kelompok Tani Tenera already has land rights for all farmers in Form of SHM. Group manager also have good communication with The agency. There is no complaint from local residents about operational Activity of kelompok tani.	There was no negative issue that need further verification.

4.0	CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY
4.1	Formal Sign-off of Assessment Findings
	<p>Hereunder sign by management representative from inspected company to acknowledge a field assessment and agree for all content explained in this assessment report, included of non-compliance findings.</p> <p>Signed on behalf of:</p> <div><div><p>Kelompok Tani Tenera Group Manager</p><p>  Sugiyarno</p><p>Wednesday, 29 September 2021</p></div><div><p>Mutuagung Lestari Lead Auditor</p><p> Leonada</p><p>Wednesday, 29 September 2021</p></div></div>

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

No	Institution/ NGO/ Community	Address	Phone/ Email	Form of Communication	Date of Contact	Response	
						Yes	No
1	4 Local residents of Hampalit Village	Hampalit Village, Katingan Regency, Central Kalimantan Province	-	Interview	28 September 2021	✓	-
2	9 members of Tenera Smallholders	Hampalit Village, Katingan Regency, Central Kalimantan Province	-	Interview	28 September 2021	✓	-
3	Plantation Agency of Katingan Regency	Katingan Regency	-	Interview by phone	28 September 2021	✓	-
4	Environment Agency of Katingan Regency	Katingan Regency	-	Interview by phone	28 September 2021	✓	-
5	Land National Agency of Katingan Regency	Katingan Regency	-	Interview by phone	28 September 2021	✓	-
6	Interview with workers in plot: <ul style="list-style-type: none"> • Pal 1 Plot 1.08 • Pal 1 Plot 1.10 • Pal 4 Plot 4.02 • Pal 4 Plot 4.03 • Pal 4 Plot 4.06 • Pal 5 Plot 5.02 • Pal 11 Plot 11.03 • Pal 11 Plot 11.07 • Pal 11 Plot 11.08 • Pal 11 Plot 11.10 			Interview	28 September 2021	✓	-
7	Sawit Watch	Bogor, Indonesia	info@sawitwatch.or.id	Email	1 September 2021		✓
8	WWF	Jakarta, Indonesia	wwf-indonesia@wwf.or.id	Email	1 September 2021		✓
9	WALHI	Jakarta, Indonesia	informasi@walhi.or.id	Email	1 September 2021		✓
10	AMAN	Jakarta, Indonesia	rumahaman@cbn.net.id	Email	1 September 2021		✓

Appendix 2. Assessment Program

Date	27 to 29 September 2021	
Program	Clauses To Be Audited	Auditor
Monday, 27 September 2021		
09.10 – 10.55	Flight from Jakarta to Palangkaraya	All Auditor
10.55 – 13.00	Traveling Palangkaraya → Kelompok Tani Tenera	All Auditor
13.00 – 14.00	Break	All Auditor
14.00 – 15.00	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) 	All Auditor
15.00 – 17.00	<ul style="list-style-type: none"> Verification of Basic Information Document review and completing audit checklist. Presentation of Daily Progress. 	All Auditor
Tuesday, 28 September 2021		
08.00 – 12.00	Field Observation to of Smallholder Land and public consultation to Statutory bodies in Katingan Regency (by phone) 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 – 14.00	Break	All Auditor
14.00 – 17.00	<ul style="list-style-type: none"> Document review and completing audit checklist. Presentation of Daily Progress. 	All Auditor
17.00 – 19.00 19.00 - ...	<ul style="list-style-type: none"> Travelling to Palangkaraya PCR Test in Palangkaraya 	All Auditor
Wednesday, 29 September 2021		
08.00 – 10.00	Interim meeting auditor team	
10.00 – 12.00	Closing Meeting: <ul style="list-style-type: none"> Presentation of audit findings (Noteworthy Positive Component, Nonconformities, OFI, Timeline of CAR's, Conclusion) 	All Auditor

	<ul style="list-style-type: none">• Comments, Responses and Questions	
12.20 – 14.00	Flight from Palangkaraya to Jakarta	All Auditor

Appendix 3. Smallholder Data

No	Smallholder Name	Location	Coordinate		Area (Ha)		FFB Production (MT/Year)	Yield (MT/Ha/ Year)	Projection FFB Production (MT/Year)	Yield (MT/Ha/ Year)	Date of Joining	Date of Leaving
			Latitute	Longitude	Total	Production						
	Katingan Regency, Kalimantan Tengah Province, Indonesia											
1	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"	2.98	2.98	67.91	22.81	69.98	23.50	1 February 2017	-
2	Alex Suyanto	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°51'50.1241392"	E 113°9'4.6953"	2.51	2.51	59.18	23.57	61.51	24.50	1 February 2017	-
3	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"	3.83	3.83	123.93	32.38	126.30	33.00	1 February 2017	-
4	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"	3.86	3.86	124.93	32.38	127.32	33.00	1 February 2017	-
5	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"	4.36	4.36	28.26	6.49	32.68	7.50	1 February 2017	-

No	Smallholder Name	Location	Coordinate		Area (Ha)		FFB Production (MT/Year)	Yield (MT/Ha/Year)	Projection FFB Production (MT/Year)	Yield (MT/Ha/Year)	Date of Joining	Date of Leaving
			Latitude	Longitude	Total	Production						
6	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"	3.90	3.90	126.44	32.38	128.86	33.00	1 February 2017	-
7	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"	2.07	2.07	13.40	6.49	15.49	7.50	1 February 2017	-
8	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"	4.92	4.92	106.90	21.74	110.65	22.50	1 February 2017	-
9	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"	8.63	8.63	240.29	27.86	245.84	28.50	1 February 2017	-
10	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"	5.95	5.95	129.58	21.78	133.85	22.50	1 February 2017	-
11	Fasokah	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°51'52.8635628"	E 113°8'59.0513964"	2.59	2.59	60.99	23.57	63.40	24.50	1 February 2017	-

No	Smallholder Name	Location	Coordinate		Area (Ha)		FFB Production (MT/Year)	Yield (MT/Ha/Year)	Projection FFB Production (MT/Year)	Yield (MT/Ha/Year)	Date of Joining	Date of Leaving
			Latitude	Longitude	Total	Production						
		District Kalimantan Tengah Province, Indonesia										
12	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"	7.62	7.62	252.38	33.10	263.04	34.50	1 February 2017	-
13	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"	24.43	21.57	815.74	37.82	830.45	38.50	1 February 2017	-
14	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"	11.03	11.03	307.81	27.91	314.36	28.50	1 February 2017	-
15	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"	4.70	4.70	80.30	17.08	86.97	18.50	1 February 2017	-
16	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"	11.28	8.70	344.81	39.63	348.00	40.00	1 February 2017	-

No	Smallholder Name	Location	Coordinate		Area (Ha)		FFB Production (MT/Year)	Yield (MT/Ha/Year)	Projection FFB Production (MT/Year)	Yield (MT/Ha/Year)	Date of Joining	Date of Leaving
			Latitude	Longitude	Total	Production						
		Tengah Province, Indonesia										
17	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"	6.53	6.53	134.37	20.58	140.34	21.50	1 February 2017	-
18	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"	5.44	5.44	154.77	28.43	160.59	29.50	1 February 2017	-
19	Parizon	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°53'4.3370484"	E 113°9'57.5353908"	2.66	2.66	86.22	32.41	89.11	33.50	1 May 2017	-
20	Parti	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°51'23.8278348"	E 113°9'6.1668828"	6.60	6.60	207.98	31.51	214.52	32.50	1 February 2017	-
21	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"	7.83	7.83	171.25	21.87	188.38	24.06	1 February 2017	-

No	Smallholder Name	Location	Coordinate		Area (Ha)		FFB Production (MT/Year)	Yield (MT/Ha/Year)	Projection FFB Production (MT/Year)	Yield (MT/Ha/Year)	Date of Joining	Date of Leaving
			Latitude	Longitude	Total	Production						
22	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"	5.03	5.03	163.50	32.48	168.62	33.50	1 February 2017	-
23	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"	9.04	9.04	254.86	28.21	266.56	29.50	1 February 2017	-
24	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"	8.46	8.46	225.89	26.71	232.61	27.50	1 February 2017	-
25	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"	9.46	9.46	282.16	29.84	288.39	30.50	1 February 2017	-
26	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"	4.71	4.71	110.96	23.57	115.34	24.50	1 February 2017	-
27	Sumarno	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°55'12.345654"	E 113°10'28.330968"	1.44	1.44	52.82	36.62	53.37	37.00	1 February 2017	-

No	Smallholder Name	Location	Coordinate		Area (Ha)		FFB Production (MT/Year)	Yield (MT/Ha/Year)	Projection FFB Production (MT/Year)	Yield (MT/Ha/Year)	Date of Joining	Date of Leaving
			Latitude	Longitude	Total	Production						
		District, Kalimantan Tengah Province, Indonesia										
28	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"	3.99	3.99	113.54	28.43	117.81	29.50	1 February 2017	-
29	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"	5.17	5.17	121.78	23.57	126.59	24.50	1 February 2017	-
30	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"	13.28	13.28	337.97	25.45	351.95	26.50	1 February 2017	-
31	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"	6.62	6.62	209.24	31.60	215.21	32.50	1 February 2017	-
32	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"	4.65	4.65	101.14	21.74	104.68	22.50	1 February 2017	-

No	Smallholder Name	Location	Coordinate		Area (Ha)		FFB Production (MT/Year)	Yield (MT/Ha/Year)	Projection FFB Production (MT/Year)	Yield (MT/Ha/Year)	Date of Joining	Date of Leaving
			Latitude	Longitude	Total	Production						
33	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"	7.24	7.24	155.02	21.42	162.82	22.50	1 February 2017	-
34	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"	4.84	4.84	105.26	21.74	115.78	23.91	1 February 2017	-
35	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"	6.28	6.28	163.80	26.09	172.63	27.50	1 Oktober 2017	-
Total					223.92	218.48	6,035.38	27.63	6,244	28.60		