

***Roundtable on Sustainable Palm Oil Certification
RSPO*****[✓] 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 November 2022
Date of Certificate Expiry : 15 July 2023 Date of License Expiry : 15 July 2023

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
ASA-4	29 August to 01 September 2022	Moh Arif Yusni, Yudhi Yuniarto T, Firda Tarunajaya	Ardiansyah	Leonada

Assessment	Approved by MUTUAGUNG LESTARI on:
ASA-4	29 September 2022

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Figure 1. Location Map of Kelompok Tani Tenera

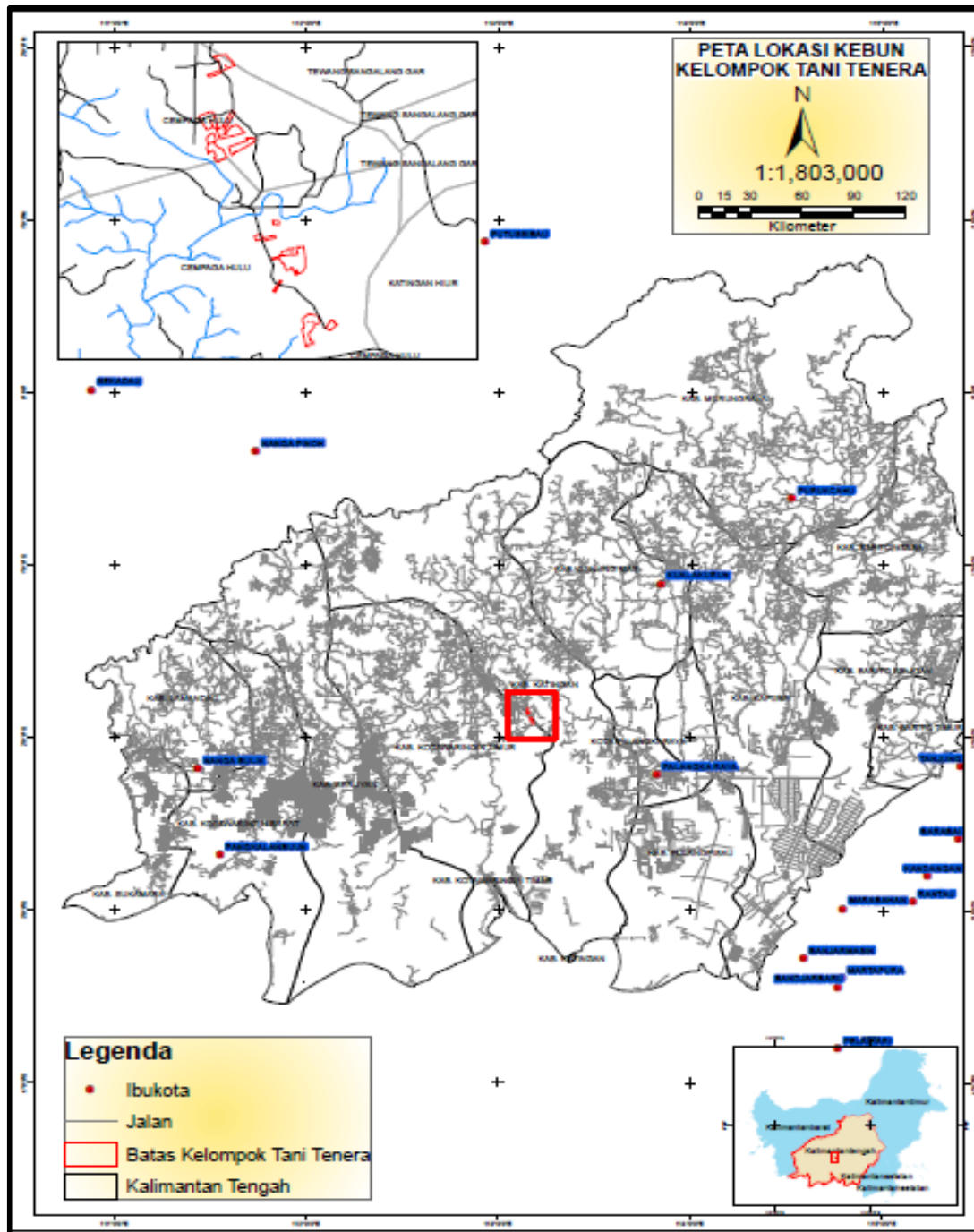
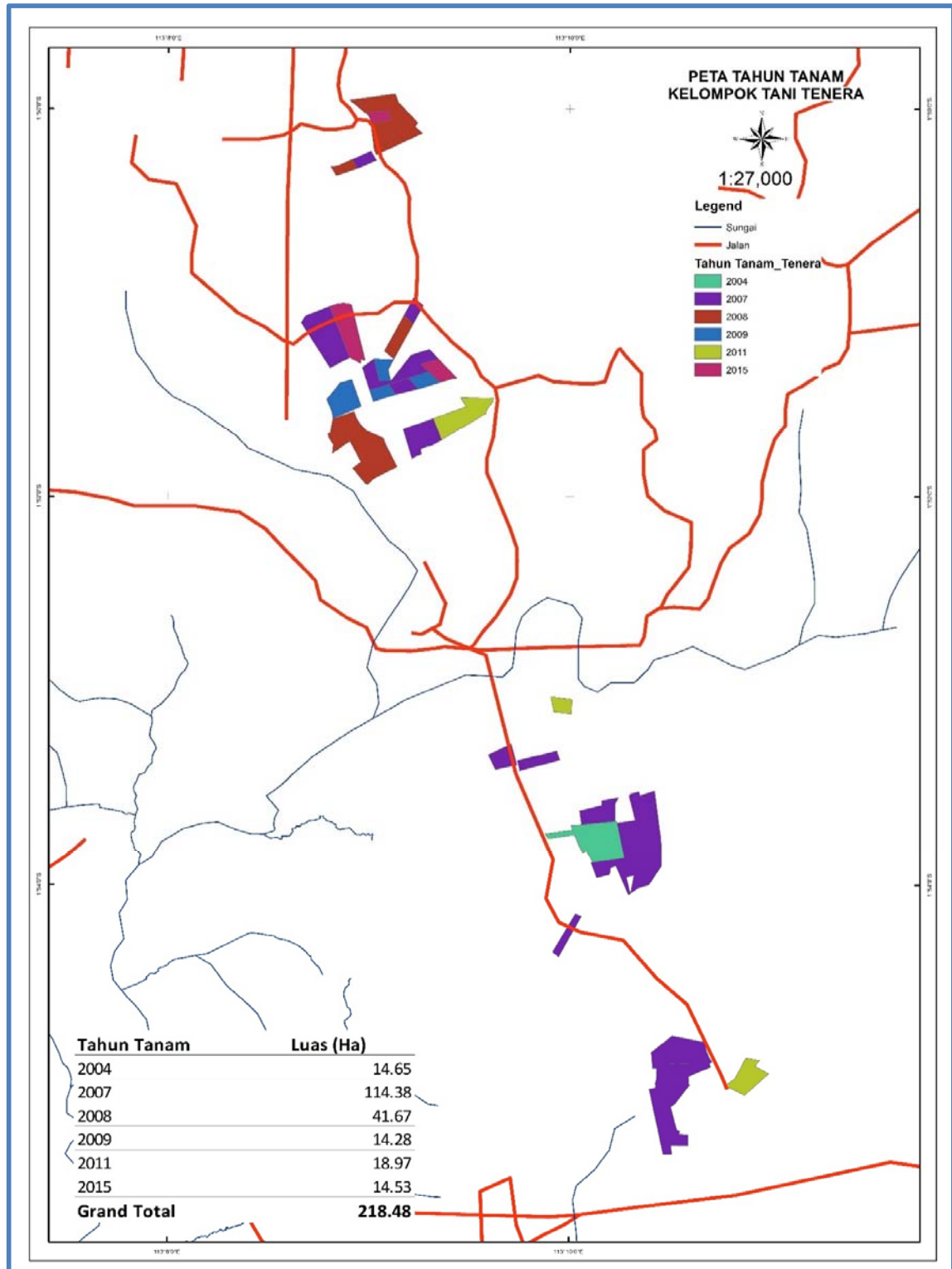


Figure 2. Operational Map of Kelompok Tani Tenera



Abbreviations Used

ALS	:	Assessor Licensing Scheme
ASA	:	Annual Surveillance Assessment
BPJS	:	<i>Badan Penyelenggara Jaminan Sosial</i> (Social Insurance Agency)
BPN	:	<i>Badan Pertanahan Nasional</i> (National Land Agency)
CB	:	Certification Body
CPO	:	Crude Palm Oil
CSPKE	:	Certified Sustainable Palm Kernel expeller
CSPKO	:	Certified Sustainable Palm Kernel Oil
CSPO	:	Certified Sustainable Palm Oil
EFB	:	Empty Fruit Bunch
EWS	:	Early warning system
FFB	:	Fresh Fruit Bunches
FPIC	:	Free Prior and Informed Consent
GAP	:	Good Agricultural Practices
GHG	:	Green House Gases
HCS	:	High Carbon Stocks
HCV	:	High Conservation Value
HIRAC	:	Hazard Identification Risk Assessment and Risk Control
IC	:	Initial Certification
ICS	:	Internal Control System
IPM	:	Integrated Pest Management
ISH	:	Independent Smallholders
KER	:	Kernel Extraction Rate
LD50	:	<i>Lethal Dose 50</i>
LUCA	:	Land Use Change Analysis
MS	:	Milestone
MSDS	:	Material Safety Data Sheet
OER	:	Oil Extraction Rate
OFI	:	Opportunity of Improvement
OHS	:	Occupational Health and safety
PIC	:	Person in Charge
PK	:	Palm Kernel
POM	:	Palm Oil Mill
POME	:	Palm oil mill effluent
PPE	:	Personal Protection Equipment
RACP	:	Remediation and Compensation Plan
RISS	:	RSPO Independent Smallholders Standard
RSPO	:	<i>Roundtable on Sustainable Palm Oil</i>
RTE	:	Rare, Threatened or Endangered
SCCS	:	Supply Chain Certification Standard
SIA	:	Social Impact Assessment
SEIA	:	Social Environment Impact Analysis
SHM	:	<i>Surat Hak Milik</i> (Free Hold Title)
SKGR	:	<i>Surat Keterangan Ganti Rugi</i> (Land Compensation Certificate)
SKT	:	<i>Surat Kepemilikan Tanah</i> (Land Ownership Certificate)
SOP	:	Standard Operational and Procedure
SPPL	:	<i>Surat Pernyataan Pengelolaan Lingkungan</i> (Statement of Environment Management)
STDB	:	<i>Surat Tanda Daftar Berusaha</i> (Plantation Business Registration Certificate for Cultivation)

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, Indonesia National Interpretation for the Production of Sustainable Palm Oil 2020, endorsed by the RSPO Board of Governors on 14 February 2022	
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 2018	
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	
			Latitude	Longitude
	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	6,035.44	27.62
1.8	Tonnage of Product				
1.8.1	Past Annual Claim Certified Product		Last Year Projected Certified Volume (MT)		Last Year Actual Certified Volume (August 2021 – July 2022) (MT)
	<ul style="list-style-type: none">FFB Production		6,244		6,035.44
	<ul style="list-style-type: none">CSPO Production		-		1207.88
	<ul style="list-style-type: none">CSPKE Production		-		165.98
	<ul style="list-style-type: none">CSPKO Production		-		135.78
1.8.2	Product selling				
	Tonnage of selling product		Actual selling product for last year (August 2021 – July 2022) (MT)		
	<ul style="list-style-type: none">IS-CSPO sold as RSPO Credit		32		
	<ul style="list-style-type: none">IS-CSPK sold as RSPO Credit		0		
	<ul style="list-style-type: none">IS-CSPKE sold as RSPO Credit		0		
	<ul style="list-style-type: none">FFB sold as RSPO Certified Product		0		
	<ul style="list-style-type: none">FFB sold under other scheme		0		
	<ul style="list-style-type: none">FFB sold as conventional		6,035.44		
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	6,100	27.92
	<i>*Projected FFB production for 12 months of certificate</i>				
1.8.4	Estimate Certified Palm Product Claim				
	FFB Processed	CPO	CSPKE	CSPKO	

	(tonnes/year)	Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)
	-	-	-	-	-	-	-
	*Extraction of CSPO, CSPKO and CSPKE from document "A seller Guide to RSPO Credits"						
1.9	Other Certifications						
	Others			-			

2.0	ASSESSMENT PROCESS
2.1	Assessment Team
ASA-4	<p>1. Moh Arif Yusni (Lead Auditor). Indonesian citizen. Bachelor of Agriculture, majoring in Plant Protection. Has experience as an operational staff at a private oil palm plantation company in Indonesia on 2010 to 2012. Has attended several trainings, i.e.: ISO 19011, ISO 9001; ISO 14001, SA 8000, RSPO lead auditor course in 204, ISPO lead auditor, OHS expert, OHS auditor based on National Government No. 50/2012, SCCS, RSPO and ISPO Lead auditor refresher course in 2021 etc. Has conducting ISPO, RSPO and MSPO audit as an auditor and lead auditor with expertise on best management practices for estate and mill, legality, worker welfare, safety, social, environment, conservation, transparency, long term economic management plan and supply chain for palm oil mill aspects. During the audit, he verifies Legality, ICS, Social and transparency.</p> <p>2. Yudhi Yuniarto Tallutondok (Auditor). Indonesian citizen, Bachelor of Fisheries, Padjadjaran University. Have experience of working over three years since 2013 as plantation operations staff in private palm oil plantation company in Indonesia. Training have been followed including Lead Auditor of ISO 9001:2015, Lead Auditor of ISO 14001:2015, ISPO Auditor Training, RSPO P&C Lead Auditor Training Course, RSPO SCC Lead Auditor Course, Social Accountability 8000, Basic Management Development Program Agronomy, Fire Anticipation on Land and Forest, Potential Mapping and Conflict Resolution in Production Forests, Awareness of OHS aspects, ISO 45001:2018, ISO 22000:2009, ISO 19011:2011, ISO 17021:2011, dan ISO 17065:2012. Has participated in audit activities for ISPO and RSPO scheme since 2017 for BMP, OHS, labour, social and legal aspects. In this audit activity performs the assessment of best management practices and environment aspect.</p> <p>3. Firda Tarunajaya (Trainee Auditor). Indonesian citizen, graduated in 2009 from the Department of Silviculture, Faculty of Forestry, Bogor Agricultural Institute. He has working experienced for 10 years since 2010 as an Operational Staff in an Oil Palm Plantation Company in Indonesia. The training he has followed ISPO Lead Auditor course in 2017, RSPO lead auditor course in 2022, Quality Management Systems (ISO 9001:2015), Environmental Management Systems (ISO 14001:2015), Occupational Health and Safety (ISO 45001 : 2018), ISO 19011:2018, ISO 17021:2011 and ISO 17065:2012. In this audit activity audit BMP, OHS, worker welfare, under supervisions of Lead Auditor</p> <p>Curriculum vitae (CV) of the members and the assessment team is available at the PT Mutuagung Lestari office.</p>
2.2	Assessment Methodology, Assessment Process and Locations of Assessment
2.2.1	Figure of person days to implement assessment
ASA-4	<p>Number of auditors: 2 auditors and 1 auditor trainee</p> <p>Number of days for ASA-4 at site: 4 days</p> <p>Number of working days for ASA 4 at site: 8 Working days</p>
2.2.2	Assessment Process
ASA-4	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the Kelompok Tani Tenera to the requirements of RSPO Independent Smallholder Standard, Indonesia National Interpretation for the Production of Sustainable Palm Oil 2020, endorsed by the RSPO Board of Governors on 14 February 2022 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 onsite assessment was conducted on 29 August – 01 September 2022, the assessment program is included in appendix 2. This assessment conducted for scope of certification covering 223.92 ha Ha 35 members and 93 land Plots.</p> <p>The approach to the audit was to treat the independent smallholders as an RSPO Certification Unit. The assessment was conducted in three methods:</p> <ol style="list-style-type: none"> 1. Document review, aiming to observe the sufficiency of types or substances from required documents. 2. interview, aiming to obtain more detailed information and cross check the information; 3. field observation, aiming to observe directly the sufficiency of implementation on site. <p>Team of auditor started their trip from Jakarta to Palangkaraya and continued to site on 29 September 2022. Opening</p>

Meeting in the Meeting Room of Kelompok Tani Tenera. Opening meeting was attended by head of association, farmer members and other related personnel.

Stakeholder consultation involved internal and external stakeholders. Stakeholders included those immediately linked with the operation of the certification units such employees, the local government, NGOs, 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

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 the Meeting Room of Kelompok Tani Tenera, its attended by head of association, farmers members and other related personnel and they accepted the result and recommendation by auditors.

Some opportunities for improvement of the results *ASA-4* delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase (*RC*).

Improvement of finding from this assessment is observed by auditor. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of this report

The assessment program please find Appendix 2

2.2.3 Locations of Assessment

ASA-4 Assessment was conducted with scope of certification 223.92 Ha; 35 members and 93 land Plots. The location of assessment were 1 village. During this assessment the association considered low risk its due to there is considerable heterogeneity in the Group (e.g. members are geographically or jurisdictionally separated from one another, a range of terrains, varying levels of experience of oil palm cultivation among members, diverse sizes of plantations, a range of socioeconomic situations among members, etc.) and additional new members. Sampling method for ASA-4: $\sqrt{35^*}$ (1.): 6 members.

The sampling location consider the issue arose from the review documents, village distribution and stakeholder's consultation that are fundamental and crucial. The smallholders and locations visited by auditor were

1. Manuring in PAL 1, Plots 1.11. Observations and interviews regarding the implementation of manuring according to procedures, and safe work practices.
2. Harvesting in PAL 1, Plots 1.12. Observations and interviews regarding the implementation of harvesting according to procedures, and safe work practices.
3. HCV 4.1 in PAL 11, Plot 11.03. Observations related to the management of HCV areas and stake boundaries.
4. HGU Poles No. BPN TENERA 63, Plot 5.01. Observation of land demarcation and maintenance of HGU poles.
5. HGU Poles No. BPN TENERA 7 & 8, Plot 8.01. Observation of land demarcation and maintenance of HGU poles.
6. Farmers Plot No 11.01 (3.93 Ha) Field Observation and interview related to association procedures (Legal, Agronomy, Labor and Environment aspect)
7. Farmers Plot No 11.02 (3.68 Ha) Field Observation and interview related to association procedures (Legal, Agronomy, Labor and Environment aspect)
8. Farmers Plot No 11.08 (4.37 Ha) Field Observation and interview related to association procedures (Legal, Agronomy, Labor and Environment aspect)
9. Farmers Plot No 11.03 (1.68 Ha) Field Observation and interview related to association procedures (Legal, Agronomy, Labor and Environment aspect)
10. Farmers Plot No 8.40(3.93 Ha) Field Observation and interview related to association procedures (Legal, Agronomy, Labor and Environment aspect)
11. Farmers Plot No 8.41 (3.68 Ha) Field Observation and interview related to association procedures (Legal, Agronomy, Labor and Environment aspect)

	<p>12. Farmers Plot No 8.42 (4.37 Ha) Field Observation and interview related to association procedures (Legal, Agronomy, Labor and Environment aspect)</p> <p>13. Farmers Plot No 8.20 (1.68 Ha) Field Observation and interview related to association procedures (Legal, Agronomy, Labor and Environment aspect)</p> <p>14. Housing Complex of Pal 4. Observation and interview with residents about housing facilities, domestic waste management, and complaint mechanism</p> <p>15. Pesticide warehouse, Body shower of spraying team and mixing. Observations and interview with worker regarding to implementation of procedure, manpower, OHS, environmental aspect</p>
2.3	Stakeholder Consultation and Stakeholders Contacted
2.3.1	Summary of stakeholder consultation process.
ASA-4	<p>Consultation of stakeholders for Kelompok Tani Tenera was held by:</p> <ul style="list-style-type: none"> • Public Notification on website PT Mutuagung Lestari... • Public consultation meeting with government institution in Katingan Regency on 31 August 2022 • Public consultation meeting with community including land owner 30 and 31 August 2022 • Public consultation with NGOs (by email) such as WALHI, WWF, AMAN and Sawit Watch on 22 August 2022 <p>Numbers of input from stakeholders were clarified by Kelompok Tani Tenera and became part of this report.</p>
2.3.2	Stakeholder contacted
	Please find appendix 1
2.4	Determining Next Assessment
	The next visit (RC) 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 nil (0) Nonconformity were assigned against RISS Indicators and four (4) opportunities for improvement were identified.

MUTUAGUNG LESTARI found that Kelompok Tani Tenera complied with the requirements of RSPO Independent Smallholder Standard, Indonesia National Interpretation for the Production of Sustainable Palm Oil 2020, endorsed by the RSPO Board of Governors on 14 February 2022 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 Eligibility Appointed Group Manager (Sugiyarno) for this based on election from group members on 01 February 2017. The appointment of group managers also endorsed by Village Head of Hampalit on 01 February 2017 based on Minutes of Inauguration of Tenera Farmers Group Management No 048/HPT/EKBANG/II/2007. The organization structure consists of Head of Association, Secretary, Treasury, documentation PIC, and internal auditor. The association has been registered as RSPO member on 5 February 2018 with registration number: 1-0248-18-000-00. Kelompok Tani Tenera has been reported RSPO Annual Communication of Progress 2021 to RSPO on 19 May 2022</p> <p>Milestone A; Milestone B Not Applicable; there was no changed of group managers</p> <p>A.1.2 Eligibility Kelompok Tani Tenera and later will mentioned as “The Association”, has a clearly legal entity such as minutes of association establishment on 01 February 2017. After that, the Association has Deed of Establishment by Notary No. 50 dated 22 January 2018, and has been registered in Ministry of Law and Human Rights with registration No. AHU-0513.AH.01.01 dated January 28th, 2018. In 2019 there is a amendment of deed in accordance with deed No 128 dated 22 July 2019 about Based on Deed of Resolutions of General Meeting of Association Kelompok Tani Tenera and the amendment of deed has been registered in Ministry of Law and Human Rights with registration No. AHU-0000628.AH.01.08 on 23 July 2019</p> <p>Furthermore, the association can show Domicile License No 470/283 DS-HPT/IV/2022 on 12 April 2022 from village head of Hampalit /PP-SK/II/2021 dated 24 February 2021 from village head of Hampalit which described the association located in Village of Hampalit, Sub District of Katingan Hilir Regency of Katingan</p> <p>Milestone A; Milestone B Not Applicable; there was no changed of legal identity</p>		

A.1.3
Eligibility

Membership requirements of associations ruled in

- Procedure of acceptance of new members (KELOMPOK TANI-TENERA-SOP-PAB-45)
- Procedure of expulsion of members ((KELOMPOK TANI-TENERA-SOP-PAK-046)
- Memorandum of Association/ Articles of Association Kelompok Tani Tenera, on specific article in example
 - Article IV about membership
 - Article V about rights and obligations of members
 - Article VI about organizational structure

The association has shown the documentation of those requirement documents in Personal File of each member. In initial certification the association consist 35 smallholders in 93 land parcels and 223.92 ha. Based on interview to the smallholders and field observation on their land parcel, they understood the membership requirement and the consequences in RSPO certification, such as aware about membership requirements, such as requirement to be a member, internal audit process, sanction for SOP violation as well as benefit and advantage joint RSPO Certification.

Milestone A; Milestone B

The results of the document review and interviews during the onsite audit, it was found that there were no additional members of the farmer group.

A.1.4
Eligibility

The results of the 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-4 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.

Furthermore as required in new standard of independent smallholders on 03 January 2022 Kelompok Tani Tenera and all members sign smallholders declaration regarding RSPO Certification commitment as mentioned in annex 2

MS.A

Based on interview to the smallholders and field observation on their land parcel, they understood the membership requirement and the consequences in RSPO certification, such as aware about membership requirements, such as requirement to be a member, internal audit process, sanction for SOP violation as well as benefit and advantage joint RSPO Certification.

MS-B

Not Applicable

Status: Comply

A.2 The Group Manager is responsible for managing the Group for certification
A.2.1
Eligibility

The Kelompok Tani Tenera already has an ICS structure, which is shown in the Decree of the Head of the Kelompok Tani Tenera number 01.II.KT.2017 dated February 1, 2017. The Kelompok Tani Tenera has an Internal Control System policy, including the Internal Audit procedure No. KELOMPOK TANI_TENERA-SOP-IA-21 document endorsed by Head of Kelompok Tani Tenera on July 1st, 2017. The purpose of this procedure is to enforce criteria, methods, responsibilities for the implementation of the RSPO Internal Audit to ensure its effective implementation. The RSPO Internal Audit is conducted once a year by auditors who have attended RSPO internal training and are experienced in RSPO implementation. ICS makes an audit plan made on the internal audit schedule form. Kelompok Tani Tenera checked the level of effectiveness of its implementation in the field, the last being on June 6th, 2022 with a total of 3 discrepancies related to FFB harvest, maintenance of land boundaries and employee health insurance and all of them were followed

up on August 20th, 2022. All non-conformities were monitored by the management Kelompok Tani Tenera so that these findings will not be repeated in the future. In addition, on June 7th, 2022, the Field Extension Unit conducted a socialization of audit understanding which was attended by 13 employees of Kelompok Tani Tenera with the aim of enabling employees to understand the principles and criteria of the RSPO

Milestone A; Milestone B

The planned ICS has been implemented by group members. Based on observations in the field, including in the housing area of Kelompok Tani Tenera employees it looks very good, including waste management which is divided into organic and inorganic categories, there is no disposal of former Hazardous and toxic waste, there are 3 sources of clean water for employees' household needs, sanitation and water disposal. well managed

A.2.2

Eligibility

Head of Kelompok Tani Tenera has a good understanding of ISH standards and other operational standards. experience in the field related to oil palm plantations. Head of Kelompok Tani Tenera has obtained knowledge related to ISH standards and Internal Audit training for Independent Smallholders from the Fortasb Indonesia Foundation in collaboration with the RSPO and TUV Rheinland Indonesia which was held in Palembang on February 27th, 2020. In addition, Head of Kelompok Tani Tenera is a member of the Association of Oil Palm Smallholders. Indonesia In managing Kelompok Tani Tenera there are 10 management sections, by the Hampalit Sub District, Kelompok Tani Manager, Treasurer, Secretary, Fruit Sales Unit, Field Extension Unit, Fire Fighting Unit, Supervisory Unit / Internal Audit, HPT Unit and Member Registration Unit. Kelompok Tani Tenera produces an average of 501,344 tons/month of FFB whose sales are in collaboration with CV. Graha Tenera. The proceeds from the sale of FFB are divided among members of Kelompok Tani Tenera after deducting operational costs. In addition, there is an example of recording employee wages for the July 2022 period as many as 13 people who were paid on August 2, 2022, including A.n Dwi Listyaningsih as Farmer Group Administration, Wahyudi as Harvest Foreman, Sukaryaji as Harvester and Siti Sahdiah as Plant Care Employee. In addition, based on the results of interviews with general employees and document review, it is known that payments to members are carried out smoothly, this shows that the financial resources of the farmer groups are sufficient to carry out their activities

Milestone A; Milestone B

Head of the Kelompok Tani Tenera manages 13 employees with an area of 223.92 hectares of oil palm. There are records of land ownership, operational management in the field, employee salaries, reports on results of field inspections and calculations of remaining operating results after deducting operational costs which are distributed regularly and on time to all members of Tenera farmers. The results of field observations revealed that the workers under the Group Manager had carried out the work according to procedures, and safe work practices during fertilization and harvesting

A.2.3

Eligibility

The Kelompok Tani Tenera has an internal training program for farmer members listed in Kelompok Tani Tenera training program in 2022 which was approved by Head of Kelompok Tani Tenera on January 03rd, 2022. In the training program there are 4 types of training that are planned to be carried out in June 2022, namely harvest training fertilizing, spraying weeds, and mixing pesticides carried out by Head of Kelompok Tani Tenera. The training program has been carried out including on June 9th, 2022, training on mixing pesticides was carried out for 4 spray employees and 1 spray foreman

Milestone A

Head of Kelompok Tani Tenera can approach the members of the Kelompok Tani Tenera to participate in any training carried out. This can be seen from the process of the Kelompok Tani Tenera following the 4-year certification. Attendance list of employees for the same training in 2022 to ensure that all employees have received the same training. In addition, Head of Kelompok Tani Tenera can show the plan and realization of training from 2021 to 2021 related to materials related to the ISH system and operational activities on an ongoing basis

Milestone B

Head Of Kelompok Tani Tenera conducts internal training for its employees to improve their understanding and technical skills in the field. Several technical trainings in the field include weed spray training on June 9th, 2022 which was attended by 5 people so that the employee understands how to spray and ensures that the employee can use PPE properly. On June 8, 2022, fertilization training for 5 employees was conducted by Head of Kelompok Tani Tenera. In addition, on June 13th, 2022, FFB harvesting training was conducted by Head of Kelompok Tani Tenera for 1 Harvest Foreman and 6 Harvest Employees, which aims to enable employees to practice

harvesting methods and use PPE properly.

In addition, there is training from external as the organizer of the activity, namely TUV Rheinland on December 20th to 22nd, 2020 in Pangkalan Bun which discusses the RSPO Independent Smallholder Standard, the National Interpretation of Indonesia 2020, management of farmer groups, certification requirements including understanding of HCV, environmental protection, workers' social welfare, and business operations. This activity was attended by 23 people, 1 of whom are employees of the Kelompok Tani Tenera. Kelompok Tani Tenera has a training program related to HCV, namely the socialization of HCV which was held on June 7th, 2022 and was attended by 12 employees. Kelompok Tani Tenera also conducts monthly monitoring of the areas that are prohibited from spraying in the HCV area. The maintenance of the HCV boundary fence and the HCV sign board is carried out once a year, which has been carried out on June 7th, 2022

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

Eligibility

Associations has formed Internal Control System (ICS) organization for operational management as well as role and function, furthermore the group Internal Control System already has a documented policies and procedures for operational management such as:

- Procedure of acceptance of new members (KELOMPOK TANI-TENERA-SOP-PAB-45)
- Procedure of expulsion of members ((KELOMPOK TANI-TENERA-SOP-PAK-046)
- Memorandum of Association/ Articles of Association Kelompok Tani Tenera, on specific article in example
 - Article IV about membership
 - Article V about rights and obligations of members
 - Article VI about organizational structure
- Procedure for Internal Audit (KELOMPOK TANI-TENERA-SOP-IA-21) dated 07 January 2021

The association has shown the documentation of those requirement documents in Personal File of each member. In initial certification the association consist of 35 smallholders in 93 land parcels and 223.92 ha. Based on interview to the smallholders and field observation on their land parcel, they understood the membership requirement and the consequences in RSPO certification, such as aware about membership requirements, such as requirement to be a member, internal audit process, sanction for SOP violation as well as benefit and advantage joint RSPO Certification.

In previous assessment there are OFI regarding opportunity where 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. This OFI has been verify and during audit where the procedures related to the exclusion of members and sanctions for members who do not comply with the ICS has been available in the Procedure of expulsion of members ((KELOMPOK TANI-TENERA-SOP-PAK-046)

Milestone A; Milestone B

Mechanism for Internal Audit ruled in the Procedure of Internal Audit (KELOMPOK TANI-TENERA-SOP-IA-21. The purpose of the procedure is as a guidance during carry out internal audit. On the procedure described regarding internal audit planning, internal audit team, as well as methodology of internal audit. In the procedure also mentioned if internal audit conducted at least annually for each member. The last internal audit activity was carried out on February 6, 2022 where based on the results of the internal audit there were 3 nonconformities regarding missing harvesting FFB, boundary markers were starting to fade and there were employees who had not been registered in BPJS membership.

Regarding internal audit, as mentioned above Kelompok Tani Tenera has a procedure for internal audit (KELOMPOK TANI-TENERA-SOP-IA-21 dated 07 January 2021), which explains that internal audit activities are carried out once a year. During the audit process, evidence can be shown that audit activities have been carried out in February 2022. The results of auditor verification it was known known that internal audit activities are still limited to what are the insufficiency and incompleted evidence in the field and not systematically informed what are the main concerns such as factors risk, potential non-compliance and recurring nonconformity.

Related to this, Kelompok Tani Tenera are encouraged to develop systematic audit methods in each section, for example ICS compliance, agronomic compliance in the field, labor and OHS aspects, Environmental Aspects, Legal Aspects, Documentation of

records / records, housing aspects including facilities and infrastructure and other matters stipulated in the RSPO principles and criteria for Independent Smallholders. (OFI)

B.1.2

Eligibility

Association as well as group manager has recorded all plantations information including production data for each farmer per month, recorded legality documents (Copy of land title documents), SPPL, and a copy of the smallholder member declaration. 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.

The results of the 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-4 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. Furthermore, as required in new standard of independent smallholders on 03 January 2022 Kelompok Tani Tenera and all members sign smallholders declaration regarding RSPO Certification commitment as mentioned in annex 2

Based on observation in the Association Office, the Group Manager has maintained the documentation for each members covering but not limited to, list of names and contact detail, polygon map and geolocation, copy of land right/title, member identification number and Member Card, farm area, production data and taxation, records of training given, declaration letter to join the association and willingness to involve in RSPO certification, etc. The results of interviews with farmers during field observation it was known that the understanding and commitment in implementing the RSPO P&C for Independent Smallholders was quite good and there was no coercion prior joint the associations.

Milestone A; Milestone B

Same with eligibility.

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.

C.1.1

Eligibility

The Kelompok Tani Tenera shows production projections for the next year for the period July 2022 to August 2023 :

NO	YEAR OF PLANTED	QTY (MT)
1	2004	397.450
2	2007	3,973.202
3	2008	1,213.261
4	2009	442.823
5	2011	417.752
6	2015	64.447
TOTAL		6,508.935

Kelompok Tani Tenera has a plan to expand the certification area in 2023 to an area of 350 hectares and is currently processing the completeness of STD-B and SPPL.

Kelompok Tani Tenera has data related to all plantation operations up to the income of each member of Kelompok Tani Tenera. For example, there are reports for the period September 2021 to July 2022 related to reports on FFB production of 5,514,791 Tons, FFB sales of Rp. 15,175,097,521, FFB Harvest Cost Rp. 275,731,404, FFB Transport Costs Rp. 689,348,904, Fertilizer and Transportation Costs Rp. 1,624,846,196, Herbicide Material Cost Rp. 21,063,425, Fertilization Wage Rp. 78,371,230, Spray Wage Rp. 35,588,001, Farmer Group Admin Fee Rp. 32,445,825, Farmer Group Leaders Cost Rp. 33,000,000, Harvest Foreman costs Rp. 32,780,000, the

foreman's fee is Rp. 32,780,000, BPJS fee Rp. 7,822,320, Plant Pest costs Rp. 5,338,200, Plant maintenance equipment costs Rp. 900,000, and the cost of harvesting equipment is Rp. 5,465,000,-

Milestone A

The Kelompok Tani Tenera has a work program for the period 2021 to 2022 which was made on January 1st, 2021 which was approved by Head of Kelompok Tani Tenera, which is related to legality, operations, production, fertilization, use of chemicals, labor, development of ows, manufacture of Ferotrap, beneficial planting plant, community social, health, public assistance education and religious activities. Results of evaluation of the achievement can generally be achieved including of all members having STDB and SPPL. Planing of Kelompok Tani Tenera to be completed in the end of 2022 include fertilizing activities, planting beneficial plants and social activities

Milestone B

The Kelompok Tani Tenera has 10 management sections, the Head Hampalit Sub District, Head of Kelompok Tani Manager, Treasurer, Secretary, Fruit Sales Unit, Field Extension Unit, Fire Fighting Unit, Supervisory Unit / Internal Audit, HPT Unit and Member Registration Unit. Kelompok Tani Tenera produces an average of 501,344 tons/month of FFB whose sales are in collaboration with CV. Graha Tenera. The proceeds from the sale of FFB are divided among members of the Kelompok Tani Tenera after deducting operational costs. In addition, there is an example of recording employee wages for the July 2022 period as many as 13 people who were paid on August 2, 2022, including A.n Dwi Listiyaningsih as Farmer Group Administration, Wahyudi as Harvest Foreman, Sukaryaji as Harvester and Siti Sahdiah as Estate Employee

Status: Comply

C.2 The ICS of the group is integrated with the Group's Management Plan.

C.2.1

Eligibility

The Kelompok Tani Tenera conducts internal training for its employees to improve their understanding and technical skills in the field. Several technical related trainings in the field include weeding spraying training on June 9th, 2022 which was attended by 5 people so that the employee understands how to spray and ensures that the employee can use PPE properly. On June 8th, 2022 fertilization training for 5 employees was conducted by Head of Kelompok Tani Tenera. In addition, on June 13th, 2022, FFB harvesting training was conducted by Head of Kelompok Tani Tenera for 1 Harvest Foreman and 6 Harvester, which aims to enable employees to practice harvesting methods and use PPE properly.

In addition, there is training from external as the organizer of the activity, namely TUV Rheinland on December 20th to 22nd, 2020 in Pangkalan Bun which discusses the RSPO Independent Smallholder Standard, the National Interpretation of Indonesia 2020, management of farmer, certification requirements including understanding of HCV, environmental protection, workers' social welfare, and business operations. This activity was attended by 23 people, 1 of whom are employees of Kelompok Tani Tenera.

Kelompok Tani Tenera spray foreman socialization on HCV related to areas where fertilizer and herbicide application was prohibited, which was held on June 7th 2022 and was attended by 12 employees

Milestone A

Kelompok Tani Tenera has a work program for the period 2021 to 2022 which was made on January 1st, 2021, approved by Head of Kelompok Tani Tenera, which is related to legality, operations, production, fertilization, use of chemicals, labor, development of ows, manufacture of Ferotrap, planting of beneficial plants, community social, health, education, assistance for public facilities and religious activities. The results of the evaluation of the achievement of the predetermined plan can be achieved including of all members having STDB, SPPL, and no additional members of Kelompok Tani Tenera. Fertilization activities, beneficial plant planting and social activities will be completed in 2022

Milestone B

Head of Kelompok Tani Tenera has a good understanding of ISH standards, farmer group certification and other operational standards. experience in the field related to oil palm plantations. Head of Kelompok Tani Tenera has obtained knowledge regarding ISH standards and Internal Audit training for Independent Smallholders from the Fortasb Indonesia Foundation in collaboration with the RSPO and TUV Rheinland Indonesia which was held in Palembang on February 27th, 2020. In addition, Head of Kelompok Tani Tenera is a member of the Association of Oil Palm Smallholders. Indonesia. Kelompok Tani Tenera there are 10 management sections, Hampalit Sub District, Head of Kelompok Tani Tenera, Treasurer, Secretary, Fruit Sales Unit, Field Extension Unit, Fire Fighting Unit,

Supervisory Unit / Internal Audit, Pest Management Unit and Member Registration Unit. The Kelompok Tani Tenera produces an average of 501,344 tons/month of FFB whose sales are in collaboration with CV. Graha Tenera. The proceeds from the sale of FFB are divided among members of the Kelompok Tani Tenera after deducting operational costs. In addition, there is an example of recording employee wages for the July 2022 period as many as 13 people who were paid on August 2, 2022, including A.n Dwi Listiyaningsih as Farmer Group Administration, Wahyudi as Harvester, Sukaryaji as Harvester and Siti Sahdiah as Estate Employee. In addition, based on the results of interviews with general employees and document review, it is known that salary payments to employees of the Kelompok Tani Tenera are carried out smoothly and on time, this shows that the financial resources of the farmer group are sufficient to carry out their activities.

In previous assessment there are OFI regarding the Kelompok Tani Tenera appreciates developing mechanisms/ procedures for the Supply Chain. This OFI has been verify during audit where based on the results of field visits, interviews with workers including ICS and group managers to ensure traceability of certified FFB production, the steps taken by the Kelompok Tani Tenera through:

- Harvesting activities carried out separately
- Transport activities carried out separately
- Employees who carry out harvesting activities are employees specifically for RSPO certification areas
- Documentation of production carried out separately

On its became OFI on D.1 where Kelompok Tani Tenera are encouraged to develop procedures or policies related to these activities (harvesting, transportation and production documentation), including the monitoring period for FFB production and the quota projected by the Certification Body (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.

D1.1

Eligibility

Based on field observation, interviews with workers and ICS obtained information to track the actual production mechanism carried out by kelompok Tani Tenera carried out separately during harvesting and transportation as well as the workers where workers for the certified area are different from the uncertified area. Furthermore The Kelompok Tani Tenera documents the annual production in the Data document for the Report, the report explains the name of the owner, the area of land, and the monthly production of each owner.

The responsible person for recording production data is the administration and sales of certified products are members of the group who have competence. During field observation and interview, farmers can demonstrate FFB production calculation and separation between certified and uncertified as well as documentation methods that will be carried out.

Based on the results of field visits, interviews with workers including ICS and group managers to ensure traceability of certified FFB production, the steps taken by the Kelompok Tani Tenera through:

- Harvesting activities carried out separately
- Transport activities carried out separately
- Employees who carry out harvesting activities are employees specifically for RSPO certification areas
- Documentation of production carried out separately

During the audit process it was explained that this was done to ensure traceability of RSPO certified FFB production. In this regard, to maintain consistency and uniformity, Kelompok Tani Tenera are encouraged to develop procedures or policies related to these activities (harvesting, transportation and production documentation), including the monitoring period for FFB production and the quota projected by the Certification Body (OFI)

Milestone A, Milestone B

Group Manager has been maintaining annual production records properly in the form of Kelompok Tani Tenera Productions Report. Since 12 Months before audit it was known all FFB from Kelompok Tenera sold as conventional, all FFB sold to no certified mill namely PT Panca Mitra Katingan, its evidenced based on field observations, interview with group manager and ICS as well as the farmers. Furthermore, Kelompok Tani Tenera can presented FFB selling documents, invoice and weighbridge slips

Status: Comply

D.2 The group documents and implements a system for the tracking of FFB.
D2.1
Eligibility
NA
Milestone A; Milestone B

Group Manager has been maintaining annual production records properly in the form of Kelompok Tani Tenera Productions Report. Based on documents verifications the production of certified product from Kelompok Tani Tenera presented in the below:

Product	Volume / MT)
FFB	6,035.44
CSPO	1,207.88
CSPKE	165.98
CSPKO	135.78

Based on documents verifications and interview with managements it was known the sales model that carried out by Kelompok Tani Tenera through book and claim model, and the product that sold has been consideration actual production where until audit carried certified product that been sold are CSPKO Covering 32 MT.

In previous assessment there are OFI regarding 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 and this OFI has been verify where on this period the product sold is below the projections and also became OFI in indicator D.1.1 where Kelompok Tani Tenera are encouraged to develop procedures or policies related to these activities (harvesting, transportation and production documentation), including the monitoring period for FFB production and the quota projected by the Certification Body

Status: Comply
D.3 The group has a procedure and system for premium distribution.
D.3.1
Eligibility

Kelompok Tani Tenera has been developed procedure for premium distribution namely *SOP Penjualan Kredit Sertifikasi dan Pembagian Hasilnya* (KELOMPOK TANI-TENERA-SOP-PKS-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

Based on interview with members it was known the distribution of premiums has been agreed and communication to all members.

Milestone A and

Based on documents verifications and interviews with ICS and group managers during this license the distribution of premium price has not been done because the certified products sold are only 32 MT of CSPKO. distribution of premium price will be done when all products have been sold. however, for the previous license period, the Kelompok Tani Tenera can show proof of the profit sharing of credit sales to members which was carried out on February 11, 2022.

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 Eligibility Kelompok Tani Tenera and later will mentioned as "The Association", has a clearly legal entity such as minutes of association establishment on 01 February 2017. After that, the Association has Deed of Establishment by Notary No. 50 dated 22 January 2018, and also has been registered in Ministry of Law and Human Rights with registration No. AHU-0513.AH.01.01 dated January 28th 2018. In 2019 there is a amandement of deed in accordance with deed No 128 dated 22 July 2019 about Based on Deed of Resolutions of General Meeting of Association Kelompok Tani Tenera and the amendment of deed has been registered in Ministry of Law and Human Rights with registration No. AHU-0000628.AH.01.08 on 23 July 2022</p> <p>Furthermore the association can show Domicile License No 470/283 DS-HPT/IV/2022 on 12 April 2022 from village head of Hampalit /PP-SK/II/2021 dated 24 February 2021 from village head of Hampalit which described the association located in Village of Hampalit, Sub District of Katingan Hilir Regency of Katingan</p> <p>Association as well as group manager has recorded all plantations information including production data for each farmer per month, recorded legality documents (Copy of land title documents), SPPL, and a copy of the smallholder member declaration. 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.</p> <p>The results of the 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.</p> <p>Then, related to the management of the association, decision making, member requirements, and association operations are regulated in the Memorandum of Association/Articles of Association which ruled contain regulations for members of the organization in carrying out organizational activities.</p> <p>Up to ASA-4 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. Furthermore as required in new standard of independent smallholders on 03 January 2022 Kelompok Tani Tenera and all members sign smallholders declaration regarding RSPO Certification commitment as mentioned in annex 2</p> <p>Based on observation in the Association Office, the Group Manager has maintained the documentation for each members covering but not limited to, list of names and contact detail, polygon map and geolocation, copy of land right/title, member identification number and Member Card, farm area, production data and taxation, records of training given, declaration letter to join the association and willingness to involve in RSPO certification, etc. The results of interviews with farmers during field observation it was known that the understanding and commitment in implementing the RSPO P&C for Independent Smallholders was quite good and there was no coercion prior joint the associations.</p> <p>Milestone A The Kelompok Tani Tenera has an Internal Control System policy, including the Internal Audit SOP No. KELOMPOK TANI_TENERA-SOP-IA-21 document endorsed by Head of Kelompok Tani Tenera on July 1st, 2017. The purpose of this SOP is to ensure the effectiveness of the implementation of the RSPO internal audit. The RSPO Internal Audit is conducted once a year by auditors who</p>		

have attended RSPO internal training and are experienced in RSPO implementation. ICS makes an audit plan made on the internal audit schedule form. Kelompok Tani Tenera checked the effectiveness of its implementation in the field on June 6th, 2022 with a total of 3 non conformities related to FFB harvest, maintenance of land boundary markers and employee health insurance and all of them were followed up on August 20th, 2022. All non-conformities were monitored by group management Tani Tenera so that these findings do not happen again. In addition, on June 7th, 2022, the Field Extension Unit conducted a socialization of audit understanding which was attended by 13 employees of Kelompok Tani Tenera with the aim of enabling employees to understand the principles and criteria of the RSPO.

Head of Kelompok Tani Tenera has a good understanding of ISH standards, farmer certification and other operational standards. experience in the field related to oil palm plantations. Head of Kelompok Tani Tenera has obtained knowledge related to ISH standards and Internal Audit training for Independent Smallholders from the Fortasbi Indonesia Foundation in collaboration with the RSPO and TUV Rheinland Indonesia which was held in Palembang on February 27th, 2020. In addition, Head of Kelompok Tani Tenera is a member of the Association of Oil Palm Smallholders. Indonesia. In managing Kelompok Tani Tenera there are 10 management sections, Hampalit Sub District, Head of Kelompok Tani Tenera, Treasurer, Secretary, Fruit Sales Unit, Field Extension Unit, Fire Fighting Unit, Supervisory Unit / Internal Audit, Pest Management and Member Registration Unit

Milestone B

Based on interviews with farmers sample it was known if work program has disseminated to all *Kelompok Tani* (Farmers Group) and its members. Furthermore, the Group Manager has set a series of SOP as a plan in ICS with the total there are 56 Procedures.

Related to the management of the association, decision making, member requirements, and association operations are regulated in the Memorandum of Association/Articles of Association which ruled contain regulations for members of the organization in carrying out organizational activities.

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. The latest Annual Member Meeting was held on 03 January 2022

Status: Comply

1.2

Smallholders have the capacity to effectively manage their farm.

Eligibility

Not Applicable

Milestone A

The Kelompok Tani Tenera conducted an internal training on June 7th, 2022, which was conducted by the Field Extension for all employees, which was attended by 12 people at the Tenera Office. The training material presented was an understanding of auditing so that employees can understand the principles and criteria of the RSPO, including those related to operations, monitoring, and plantation business planning, including keeping production records, buying and selling FFB transactions and others. Based on the document review for the period September to July 2022, there are records of production data input of 5,514,791 tons, reports on sales of Rp. 15,175,097,521, FFB transportation costs Rp. 689,348,904 and Harvest Costs Rp. 275,731,404.

Based on the description above, it shows that the farmer have completed the training and can be able to make production reports and FFB transactions

Milestone B

Based on field observation, interviews with workers and ICS obtained information to track the actual production mechanism carried out by kelompok Tani Tenera carried out separately during harvesting and transportation as well as the workers where workers for the certified area are different from the uncertified area. Furthermore, The Kelompok Tani Tenera documents the annual production in the Data document for the Report, the report explains the name of the owner, the area of land, and the monthly production of each owner.

The responsible person for recording production data is the administration and sales of certified products are members of the group

who have competence. During field observation and interview, farmers can demonstrate FFB production calculation and separation between certified and uncertified as well as documentation methods that will be carried out.

Group Manager has been maintaining annual production records properly in the form of Kelompok Tani Tenera Productions Report. Since 12 Months before audit it was known all FFB from Kelompok Tani Tenera sold as conventional, all FFB sold to no certified mill namely PT Panca Mitra Katingan, its evidenced based on field observations, interview with group manager and ICS as well as the farmers. Furthermore Kelompok Tani Tenera can presented FFB selling documents, invoice and weighbridge slips

Group Manager has been maintaining annual production records properly in the form of Kelompok Tani Tenera Productions Report. Based on documents verifications the production of certified product from Kelompok Tani Tenera presented in the below:

Product	Volume / MT)
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CSPO	1207.88
CSPKE	165.98
CSPKO	135.78

Based on documents verifications and interview with managements it was known the sales model that carried out by Kelompok Tani Tenera through book and claim model, and the product that sold has been consideration actual production where until audit carried certified product that been sold are CSPKO Covering 32 MT.

Status: Comply

1.3

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

1.3.1

Eligibility

Kelompok Tani Tenera is committed to implementing GAP in its plantations through 57 SOP that were approved by Head of Kelompok Tani Tenera on July 01st, 2017. These procedures have been socialized to all employees before employees working in the field. When members of the Kelompok Tani Tenera join, they are make a statement to follow all the rules, procedures and policies set by the Kelompok Tani Tenera. Support sustainable cooking oil initiatives and RSPO certification and participate in building documentation improvements and improvements in aquaculture, environment and society. For example, a statement letter to join the Kelompok Tani Tenera on behalf of Candra Saputra No. 04/II/KT/2017 01 February 2017

In previous assessment there are OFI regarding opportunity to ensure that all members sign the Farmers Declaration, this OFI has been verify and during audit it was known where as required in new standard of independent smallholders on 03 January 2022 Kelompok Tani Tenera and all members sign smallholders declaration regarding RSPO Certification commitment as mentioned in annex 2

Milestone A

The Kelompok Tani Tenera conducts internal training for its employees to improve their understanding and technical skills in the field. Several technical related trainings in the field include weeding spraying training on June 9, 2022 which was attended by 5 people so that the employee understands how to spraying and ensures that the employee can use PPE properly. On June 8th, 2022, fertilization training for 5 employees was conducted by Head of Kelompok Tani Tenera. In addition, on June 13th, 2022, FFB harvesting training was conducted by Head for 1 Harvest Foreman and 6 Harvest Employees, which aims to enable employees to practice harvesting methods and use PPE properly.

In addition, there is training from external as the organizer of the activity, namely TUV Rheinland on December 20th to 22nd, 2020 in Pangkalan Bun which discusses the RSPO Independent Smallholder Standard, the National Interpretation of Indonesia 2020, management of farmer, certification requirements including understanding of HCV, environmental protection, workers' social welfare, and business operations. This activity was attended by 23 people, 1 of whom are employees of Kelompok Tani Tenera

Milestone B

Based on a review of documents from September 2021 to July 2022, Kelompok Tani Tenera has data on FFB production, FFB sales reports, FFB transportation, Harvesting, Fertilization, Herbicide Material, Fertilization Wages, Spraying Wages, Tenera Admin, Supervision, Harvester, Plantations, Workers Social Security Agency and Healthcare Social Security Agency, and Pest management.

Based on the information above, Kelompok Tani Tenera can have implemented GAP in their plantations and group members can continue to monitor the progress of their productivity

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.

Eligibility

The results of the 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-4 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. Furthermore as required in new standard of independent smallholders on 03 January 2022 Kelompok Tani Tenera and all members sign smallholders declaration regarding RSPO Certification commitment as mentioned in annex 2

Milestone A

Kelompok Tani Tenera showed the list of members and their land coordinates. There are 35 members. All members already have the legal rights in form of *Surat Hak Milik*, business permit in form of STD-B, and environment permit in form of SPPL. All the legal documents covering area of 223.92 Ha. Kelompok Tani Tenera consist of consist of 35 smallholders in 93 land parcels and 223.92 ha. During audit group manager presented the coordinates or maps of their plots and evidence of ownership or rights to use the land, as described on the sample below:

No	Smallholders Name	Coordinate		Total Area (Ha)	Land Registration Number / Legal Rights
		South	East		
1	Parti	S 1°51'23.8278348"	E 113°9'6.1668828"	6.60	<ul style="list-style-type: none"> SHM <ul style="list-style-type: none"> No 00099 dated 05 December 2016 covering area 255516 M² No 00101 dated 05 December 2016 covering area 23114 M² No 01054 dated 21 December 2015 covering area 17376 M² SPPL <ul style="list-style-type: none"> No 660.2.2/III/DLH-TL/SPPL/IV/2018 dated 23 April 2018 with area 1.736 Ha No 660.2.2/II2/DLH-TL/SPPL/IV/2018 dated 23 April 2018 with area 2.552 Ha No 660.2.2/II2/DLH-TL/SPPL/IV/2018 dated 23 April 2018 with area 2.331 Ha STDB No. 503/017/DPMPTSP/STD-B/II/2018 dated 09 January 2018
2	Waluyo	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	<ul style="list-style-type: none"> SHM <ul style="list-style-type: none"> No 01045 dated 21 December 2015 covering area 16021 M² No 00102 dated 05 December 2016 covering area 26997 M² No 00103 dated 05 December 2016 covering area 23201 M²

					<ul style="list-style-type: none"> • SPPL <ul style="list-style-type: none"> - No 660.2.2/101/DLH-TL/SPPL/IV/2018 dated 23 April 2018 with area 2.700 Ha - No 660.2.2/100/DLH-TL/SPPL/IV/2018 dated 23 April 2018 with area 1.602 Ha - No 660.2.2/102/DLH-TL/SPPL/IV/2018 dated 23 April 2018 with area 2.320 Ha • STDB No. 503/007/DPMPTSP/STD-B/I/2018 dated 09 January 2018
3	Samawati	S 1°55'16.2078708" S 1°53'35.3054364"	E 113°10'29.1788508" E 113°10'20.0261316"	5.03	<ul style="list-style-type: none"> • SHM <ul style="list-style-type: none"> - No 01008 dated 21 December 2015 covering area 24901 M² - No 01066 dated 05 December 2016 covering area 25432 M² • SPPL <ul style="list-style-type: none"> - No 660.2.2/60/DLH-TL/SPPL/IV/2018 dated 23 April 2018 with area 2.490 Ha - No 660.2.2/61/DLH-TL/SPPL/IV/2018 dated 23 April 2018 with area 2.543 Ha • STDB No. 503/018/DPMPTSP/STD-B/I/2018 dated 09 January 2018
4	Sarsini Uus Ujianto	S 1°53'20.5888092" S 1°51'43.0289208" S 1°51'17.9282872"	E 113°9'40.0372272" E 113°9'12.7573128" E 113°9'10.105938"	9.04	<ul style="list-style-type: none"> • SHM <ul style="list-style-type: none"> - No 01000 dated 21 December 2015 covering area 39333 M² - No 00049 dated 11 November 2016 covering area 29090 M² - No 00059 dated 11 November 2016 covering area 21935 M² • SPPL <ul style="list-style-type: none"> - No 660.2.2/62/DLH-TL/SPPL/IV/2018 dated 23 April 2018 with area 2.194 Ha - No 660.2.2/63/DLH-TL/SPPL/IV/2018 dated 23 April 2018 with area 2.909 Ha - No 660.2.2/64/DLH-TL/SPPL/IV/2018 dated 23 April 2018 with area 3.933 Ha • STDB No. 503/019/DPMPTSP/STD-B/I/2018 dated 09 January 2018
5	Sri Suharni	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	<ul style="list-style-type: none"> • SHM <ul style="list-style-type: none"> - No 01047 dated 21 December 2015 covering area 19573 M² - No 01057 dated 21 December 2015 covering area 22451 M² - No 0047 dated 11 November 2016 covering area 25834 M² - No 0048 dated 11 November 2016 covering area 16762 M² • SPPL <ul style="list-style-type: none"> - No 660.2.2/75/DLH-TL/SPPL/IV/2018

					<p>dated 26 April 2018 with area 2.242 Ha</p> <ul style="list-style-type: none"> - No 660.2.2/74/DLH-TL/SPPL/IV/2018 dated 26 April 2018 with area 1.576 Ha - No 660.2.2/77/DLH-TL/SPPL/IV/2018 dated 26 April 2018 with area 1.957 Ha - No 660.2.2/76/DLH-TL/SPPL/IV/2018 dated 26 April 2018 with area 2.583 Ha <ul style="list-style-type: none"> • STDB No. 503/020/DPMPSTP/STD-B/I/2018 dated 09 January 2018
6	Okta Indriana Dwi	<p>S 1°53'36.9351168"</p> <p>S 1°53'54.123342"</p>	<p>E 113°10'11.17722"</p> <p>E 113°10'19.0198452"</p>	5.44	<ul style="list-style-type: none"> • SHM <ul style="list-style-type: none"> - No 01069 dated 21 December 2015 covering area 32653 M² - No 01046 dated 21 December 2015 covering area 21785 M² - No 0047 dated 11 November 2016 covering area 25834 M² - No 0048 dated 11 November 2016 covering area 16762 M² • SPPL <ul style="list-style-type: none"> - No 660.2.2/50/DLH-TL/SPPL/IV/2018 dated 26 April 2018 with area 3.265 Ha - No 660.2.2/51/DLH-TL/SPPL/IV/2018 dated 26 April 2018 with area 2.179 Ha • STDB No. 503/015/DPMPSTP/STD-B/I/2018 dated 09 January 2018
7	Sugiyantoro	<p>S 1°53'54.5530128"</p> <p>S 1°53'42.1476756"</p> <p>S 1°51'39.7865016"</p> <p>S 1°51'13.4079264"</p>	<p>E 113°10'9.9804216"</p> <p>E 113°10'22.5703452"</p> <p>E 113°9'18.7761276"</p> <p>E 113°9'7.2050508"</p>	9.46	<ul style="list-style-type: none"> • SHM <ul style="list-style-type: none"> - No 01041 dated 21 December 2015 covering area 26703 M² - No 01053 dated 21 December 2015 covering area 23267 M² - No 0052 dated 11 November 2016 covering area 22647 M² - No 0060 dated 11 November 2016 covering area 21938 M² • SPPL <ul style="list-style-type: none"> - No 660.2.2/55/DLH-TL/SPPL/IV/2018 dated 26 April 2018 with area 2.194 Ha - No 660.2.2/53/DLH-TL/SPPL/IV/2018 dated 26 April 2018 with area 2.327 Ha - No 660.2.2/54/DLH-TL/SPPL/IV/2018 dated 26 April 2018 with area 2.265 Ha - No 660.2.2/76/DLH-TL/SPPL/IV/2018 dated 26 April 2018 with area 2.670 Ha • STDB No. 503/021/DPMPSTP/STD-B/I/2018 dated 09 January 2018

*Notes:

SHM: *Sertifikat Hak Milik / Freehold Title*

SPPL: *Surat Pernyataan Pengelolaan Lingkungan / statement of readiness to manage and monitor the environment*

STDB: *Surat Tanda Daftar Berusaha* / Cultivation Registration Letter

In the previous standard (RSPO Independent Smallholder Standard, 6 November 2019) it was stated that the total land owned by individuals is not more than 50 Ha which is the accumulation of the total land ownership wherever the location is located. Furthermore, in the RSPO Independent Smallholder Standard, Indonesia National Interpretation for the Production of Sustainable Palm Oil 2020, endorsed by the RSPO Board of Governors on 14 February 2022, it is stated that the maximum area of individual ownership is 20 Ha and the total area is the accumulation of total land ownership wherever it is located.

In relation to the above, at the time of the previous assessment, there were farmers who had land above 20 Ha, related to this, on June 1, 2022, the person concerned has been granted part of his land to other parties who are still members of the farmer group so that the current total area is not more than 20 hectares. Ha. The current grant process is in the process of being approved by the relevant agencies regarding changes to land ownership documents including STDB and SPPL. In this regard, the Kelompok Tani Tenera, is encouraged to continue to monitor the change process regarding the legal aspects of land ownership (OFI)

Milestone B

Based on documents verifications and interview with association managements it was known if the group manager has been maintain a list of members with their coordinates and maps. All smallholders / farmers members have legal or customary rights to use the land in accordance with national and local laws and customary practices as evidenced by the existence of documents showing the name of the farmer, legality of land ownership (SHM), coordinate points, geographical location, and map of plot locations.

Each plot has proof of land ownership in accordance with the land ownership documents. Based on the results of field visits, it is known that the farmers have been operating on their respective lands which are marked by the presence of stakes / markers between plots / land plots or other markers (trench, tree, midrib and so on).

Kelompok Tani Tenera has document boundary stone maintenance KELOMPOK TANI-TENERA-SOP-PSHM-29 dated 1 July 2017. All Group member conducted regularly maintenance every four months.

Status: Comply

2.2

Smallholders have not acquired lands from indigenous peoples, local communities or other users without their free, prior and informed consent (FPIC), based on a simplified FPIC approach.

2.2.

Eligibility

There are no customary rights and traditional rights within the lands of Association member, all plots are areas with individual ownership rights in the form of Free Hold Title.

Based on verification of land titles documentation and stakeholder consultations, known that all smallholders land acquisition has been conducted before the establishment of the association. However, based on land titles verification and stakeholder consultations, known that the land acquisition processes have been made in participation manner in accordance with applicable regulation. Based on public consultation with plantation agency of Katingan Regency and Village Head of Hampalit obtained information if there are non report regarding land under member of Kelompok Tani Tenera

Association as well as group manager has recorded all plantations information including production data for each farmer per month, recorded legality documents (Copy of land title documents), SPPL, and a copy of the smallholder member declaration. 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.

The results of the 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-4 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. Furthermore as required in new standard of independent smallholders on 03 January 2022 Kelompok Tani Tenera and all members sign smallholders declaration regarding RSPO Certification commitment

as mentioned in annex 2		
Milestone A & Milestone B Same with eligibility.		
	Status: Comply	
2.3 The right to use the land is not disputed by indigenous peoples, local communities or other users.		
Eligibility Procedure of land conflict resolution was presented in document No. KELOMPOK TANI_TENERA-SOP-PKL-38, issued by Group Manager on July 1 st 2017. However, based on hectare statement and operational map, it was informed that there were no land conflict within Tenera Smallholder Group operational areas. Furthermore based in interview community representative from Village of Hampalit, it could be concluded that land conflict or occupation within Tenera Smallholder Group operational areas were not exist. All areas were has Land Ownership Certificate which issued by National Land Agency of Katingan Regency.		
The members of was consist of surrounding community which generally has family relationship or relatives of Group Manager. Since the first time of smallholder operational on September 2004 and starting of Group operational on May 2017, it was reported that land conflict were never been happened. Hence, involvement of para-military for security maintenance was never been happened as well. This matter has confirmed during field observation and interview with community representatives from Village of Hampalit and Group members.		
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 as well as statement letter of RSPO Certification commitment as mentioned in annex 2 are:		
<ul style="list-style-type: none"> • Not clearing or acquiring land from indigenous peoples, local communities, or other users without their free, prior and informed consent (FPIC), based on a simplified FPIC approach • Resolve any existing disputes 		
The completeness document requirements for members have been checked and evaluated before joining and documented in the master list of farmer data which explains the completeness of member data. Associations can present several smallholders declarations / farmers' statement letters that been signed by members which interviewed during assessments.		
Milestone A & Milestone B Based on the results of field observations to smallholder's land parcels, it is observed that all the boundaries are clearly visible in the field, the boundaries formed in the form of poles or stakes. Based on observation, there was no planting beyond their land boundaries. Based on interviews with smallholders and the results of field observations there are no areas of smallholders who are in the process of dispute. furthermore, Group Manager ensure that group members lands are not claimed or contested by any third parties or local communities and there is no violation of customary rights and its confirmed with the result of public consultation with village head and plantation agency. If there is any land dispute, there will be go through the mechanism of communication and grievance.		
Based on public consultation with plantation agency of Katingan Regency and Village Head of Hampalit obtained information if there are non report regarding land under member of Kelompok Tani Tenera. During audit Kelompok Tani Tenera present Disclosure Form for Land Tenure and Utilisation History and Presence of Land Conflict that known by Group Managers, based on auditor verifications it was known there are potential land conflict in the members land.		
	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.		
Eligibility Referring to the overlay result of Kelompok Tani Tenera Operational map, Kelompok Tani Tenera location 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). This is inline with public consultation with Plantation Agency of Katingan District which mentioned the entire certification of Kelompok Tani Tenera in other uses area		

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 indigenous people and/ or local communities and/ or other users, based on a simplified FPIC approach.		
Do any smallholders within the group have plans for new plantings of oil palm? If none, SKIP		
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, as well as statement letter of RSPO Certification commitment as mentioned in annex 2, are: <ul style="list-style-type: none"> • Not clearing or acquiring land from indigenous peoples, local communities, or other users without their free, prior and informed consent (FPIC), based on a simplified FPIC approach • No new planting or no expansion of existing farms in primary forests, HCV areas, HCS forests, in riparian areas, or on steep slopes (more than 25 degrees or as in National Interpretation) • Protect HCVs and HCS forests through the precautionary practices approach • No new planting on peat and replanting on peat only in areas with low risk of flooding and saline intrusion 		
Milestone A and Milestone 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.		
Eligibility Kelompok Tani Tenera has a commitment to employee management which was approved by Head of Kelompok Tani Tenera on July 1 st , 2017, including guaranteeing that it does not carry out forced labor and does not employ child labor.		
Milestone A The Kelompok Tani Tenera conducted an internal training on June 7 th , 2022, which was conducted by the Field Extension Unit for all employees, which was attended by 12 people at the Tenera Office. The training material presented was an understanding of auditing so that employees can understand the principles and criteria of the RSPO, including those related to operations, free employment of fair funds and no retention of identity documents, workers do not pay recruitment fees, no replacement of work contracts, no overtime work required. not voluntary, freedom for workers to resign, no penalty in case of termination of employment, no bonded work, and no withholding of wages. For example, there is evidence of payment of wages for the July 2022 period as many as 13 people who were paid on August 2, 2022, including Dwi Listyaningsih as administration, Wahyudi as harvesting supervisor, Sukaryaji as harvester and Siti Sahdiah as farmer. In addition, based on the results of interviews with general employees and document review, it is known that salary payments to employees of Kelompok Tani Tenera are carried out smoothly and on time, this shows that there is no practice of withholding employee salaries		
Milestone B Based on an interview with Head of Kelompok Tani Tenera, it is known that all employees who work are residents around the plantation and there is no identity detention and can work according to the type of work and competence. Kelompok Tani Tenera shows a Work Agreement with FFB harvesting employees namely Purwanto dated January 1 st , 2022, in work agreement states the duties and responsibilities of both parties including those related to work rules, wages, employee treatment referring to BPJS regulations, sick, permits leaving the work location, and resolving employee disputes. Based on the review of the document, there are no restrictions on access to employee identities and employees have freedom in accordance with work agreement		
	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.

Eligibility

The representative of the Kelompok Tani Tenera, Wahyudi as the Harvest Foreman, has attended the RSPO Indonesian National Interpretation Standard for Independent Smallholders Training 2020 which was held by TUV Rheinland on December 20th to 22nd 2020 in Pangkalan Bun, including discussing the practice of prohibiting child labor.

On June 7th, 2022, socialization related to understanding the principles and criteria of the RSPO was carried out, including the prohibition of child labor by the Field Extension Unit to all employees, which was attended by 12 people at the Tenera Office. Employees understand this and the rules related to the prohibition of child labor continue to be socialized to employees and farmer members of Kelompok Tani Tenera

Milestone A & Milestone B

The Kelompok Tani Tenera has decree no. 004/P-TNR/SK/VII/2017 on July 01st, 2017 which was ratified by Head of Kelompok Tani Tenera, to all members of the Kelompok Tani Tenera that they do not employ minors (<18 years) in managing the plantations of the Kelompok Tani Tenera. The Kelompok Tani Tenera has also shown a list of employees consisting of 6 FFB harvester, 4 farmer, 1 plantations foreman, 1 FFB harvesting foreman and and 1 office admin with the youngest 19 years old and the oldest 46 years old. Based on interviews with all employees, it is known that there are no employees under the age of 18 years. For example, agreement No. 002/KEL-TAN.TENERA/SPK/I/2022 on January 01st 2022 Purwanto as harvester born on March 22nd, 1976

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

Eligibility

The Kelompok Tani Tenera has a commitment to employee management which was approved by Head of Kelompok Tani Tenera on July 1st, 2017, including ensuring that employees' salaries and working conditions meet the minimum standards according to legal regulations

Milestone A & Milestone B

The Pokan Tenera shows a list of employee wages for the period July 2022 for 13 people who were paid on August 2nd, 2022 total of Rp. 54,664,100. The employee's wages consist of a basic salary of Rp. 2,980,000. In addition to the basic salary, Kelompok Tani Tenera also provides a fixed monthly allowance of 550,000 in kind. In addition, Kelompok Tani Tenera provides Umrah for good employees, including harvesting employees and FFB drivers performing Umrah in 2022. Kelompok Tani Tenera shows proof of salary receipts including Dwi Listyaningsih as Administration staf, Wahyudi as Harvester, Sukaryaji as Harvester and Siti Sahdiah as farmer. In addition, based on the results of interviews with general employees and document review, it is known that payments to members are carried out smoothly, this shows that workers receive wages according to the rules and without discrimination women

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

Eligibility

The Kelompok Tani Tenera is committed to respecting the rights of workers to submit complaints so as to facilitate it through the procedure for submitting complaints with No. The KELOMPOK TANI_TENERA-SOP-K-25 document which was ratified by Head of Kelompok Tani Tenera on July 1st, 2017. This procedure includes a mechanism for resolving complaints from external parties and internal parties. For example, the mechanism for resolving complaints from internal parties is that the complainant makes a report and complaint in writing or electronic media to Head of Kelompok Tani Tenera. Every complaint is responded positively and will be resolved within an agreed period.

In addition, there is a method of delivering electronic media via telephone and SMS to certain numbers or you can directly contact the office of Kelompok Tani Tenera if there are reports of irregularities, fraud, violations and morality within the Kelompok Tani Tenera. Based on the results of interviews with workers, it is known that complaints can be submitted via sms, telephone or come to the Kelompok Tani Tenera

Milestone A

Kelompok Tani Tenera has carried out socialization regarding the mechanism for employee complaints on June 6th, 2022, which was attended by 12 employees. ICS conveys information to workers regarding the means and mechanisms that can be used to submit complaints

Milestone B

Based on interviews with harvester, it was found out that the employee was aware of the media for submitting complaints, including through telephone or SMS electronic media to certain numbers. The employees have also known this because the complaint number has been posted on the office wall of the Kelompok Tani Tenera and also socialized during the morning assembly. Kelompok Tani Tenera shows employee complaint documents for the period January to July 2022 and it is known that no employee has submitted a complaint. Based on the results of interviews with harvest and fertilizer employees, it is known that they have no complaints that need to be submitted to the management of Kelompok Tani Tenera

Status: Comply

3.5

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

Eligibility

The Kelompok Tani Tenera is committed to ensuring the welfare of its employees by providing housing, water, health and education services through the Kelompok Tani Tenera and commitments to group members which was approved by the Farmer Group Manager on July 1, 2017

Milestone A

The Kelompok Tani Tenera has an internal training program for farmer members listed in the 2022 Kelompok Tani Tenera training program which was approved by Head of Kelompok Tani Tenera on January 03rd 2022. In the training program there are 4 types of training that are planned to be carried out in June 2022, namely harvest training, fertilization, spraying weeds, and mixing pesticides carried out by the Managers of the Kelompok Tani Tenera. The training program has been carried out including on June 9, 2022, training on mixing pesticides and weed spray was carried out for 4 spray employees and 1 spray foreman so that employees can practice how to mix pesticides correctly and ensure that employees wear complete PPE. In addition, there was socialization and handover of spray PPE carried out by the Kelompok Tani Tenera Extension Unit to 6 employees as an effort to mitigate the risks arising from the impact of using pesticides, including glasses, boots, aprons, spray masks, rubber gloves and helmet.

Kelompok Tani Tenera cooperates with "BM Medical" in conducting employee health checks which are carried out regularly every 1 year, while employees who use fertilizers and herbicides are carried out special health checks every 6 months. For example, there were 5 spray employees who had a special medical examination on August 12, 2022 with healthy results.

In addition, Kelompok Tani Tenera also includes its employees in the healthcare and social security agency. Kelompok Tani Tenera shows proof of payment for The Employment Social Security for 13 employees for the period July 2022, the payment code is 220702529114 with a value of Rp. 2,533,861 and proof of payment of Health Insurance for 12 employees for the period of June 2022 amounting to Rp. Rp. 2092,540. The other 1 employee already has health insurance in the form of a Healthy Indonesia Card

Milestone B

The Kelompok Tani Tenera is committed to ensuring the welfare of its employees, including through proper housing equipped with First Aid, Personal Protective Equipment (PPE) facilities for working employees, availability of water sources in employee housing and good toilets. Employees and families in Kelompok Tani Tenera housing can receive it easily and free of charge

Status: Comply

3.6

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

Are there workers on the farm? If no, SKIP

Eligibility

The Kelompok Tani Tenera is committed to not allowing sexual harassment in the workplace and supports a non-discrimination policy regardless of race, ethnicity, religion and origin which was endorsed by Head of Kelompok Tani Tenera on July 1st, 2017

Milestone A

The Kelompok Tani Tenera Extension Unit conducted a socialization of employment policies on June 6th, 2022 at the Tenera office which was attended by 12 employees. This socialization is to inform all employees that Kelompok Tani Tenera has protects and treats employees in accordance with applicable laws, including not taking coercive actions to work and protecting women workers

Milestone B

Based on interviews with spraying employees, it is known that employees work safely and are free from discrimination, harassment, or violence. This is in accordance with the results of an interview with Head of Sub District Hampalit that there is no negative record within the Kelompok Tani Tenera including being free from discrimination, harassment, or violence

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:

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

The Kelompok Tani Tenera 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

Kelompok Tani Tenera already has a work program for the management of High Conservation Value Areas for the 2022 period. Some of the planned activities include socialization of HCV, monitoring of the prohibition of spraying in HCV areas, maintenance of HCV boundary fences, maintenance of HCV signboards and HCV training.

Kelompok Tani Tenera shows documentation of the maintenance and enhancement of HCV zones in the operational areas, for example:

- a. Minutes of socialization of the HCV area to employees on June 7, 2022, located at PAL IV and attended by 12 employees. Kelompok Tani Tenera can show documentation and attendance list for the socialization.
- b. Minutes of maintenance of the HCV sign board on 7 June 2022. Kelompok Tani Tenera can show documentation of the activity.

Milestone B

Kelompok Tani Tenera has supported the development and ensured the implementation of the water body protection plan including installation of signboards, socialization, and planting of woody plants in border areas.

Based on field observation at Kelompok Tani Tenera, known that planting activities have been carried out and HCV signboards have been installed. Based on interviews with land owners and workers are known that they can explain about HCV or its management.

Based on interviews with chemical application workers revealed that the workers had an understanding of the prohibition of chemical application in HCV areas.

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.

The Kelompok Tani Tenera 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.

The 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. 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. <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.		
	Status: Comply	
4.5 Plots on peat are replanted only on areas with low risk of flooding or 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		
4.5 Eligibility 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.		
Milestone A Based on verification document of soil map show that the soil types in the operational area of the Kelompok Tani Tenera are <i>Placaquods</i> , <i>Troposamants</i> , <i>Dystropepts</i> , <i>Tropudults</i> , <i>Dystropepts</i> and <i>Placaquods</i> . In other words, there is no type of peat soil in the operational area of the Kelompok Tani Tenera.		
Milestone B Based on verification document of soil map show that the soil types in the operational area of the Kelompok Tani Tenera are <i>Placaquods</i> , <i>Troposamants</i> , <i>Dystropepts</i> , <i>Tropudults</i> , <i>Dystropepts</i> and <i>Placaquods</i> . In other words, there is no type of peat soil in the operational area of the Kelompok Tani Tenera. On the other hand, the oldest planting year in the operational area of the Kelompok Tani Tenera was the 2004 planting year where based on interviews with the management representatives it was found that in the next 5 years there is no plan to carry out replanting activities.		
	Status: Comply	
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.		
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 Kelompok Tani Tenera " which was signed by The Kelompok Tani Tenera manager on July 1, 2017.		
Milestone A Kelompok Tani Tenera has demonstrated the realization of training to employees regarding the prohibition of using fire in plantation operations, for example the socialization on 7 June 2022 regarding the ban on the use of fire for pest control and waste management. The socialization was attended by 12 employees where the company could show documentation and attendance list for the activity.		
Milestone B Based on field observations and interviews with employees show that the Kelompok Tani Tenera has provided training to employees regarding the prohibition of using fire in field operations. It was further explained that during the audit activity, there were no replanting activities or new plantings		
Based on interviews with administrators known that pest and disease control is carried out not using fire, but using natural enemies such as <i>Turnera subulata</i> for <i>UPDKS</i> 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.

Status: Comply

4.7

Riparian buffer zones are identified and managed to ensure they are maintained and/or enhanced.

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.

Milestone A

Kelompok Tani Tenera identified areas with high conservation values in March 2017 conducted by Bumitama Gunajaya Agro (BGA) under the guidance of the RSPO for independent smallholders in managing high conservation values in established oil palm plantations (criterion 5.2), version 2.4, 9 December 2015. From the identification results, it is known that there is Lake Toman which is categorized as HCV 4.1. In this case, Kelompok Tani Tenera shows HCV management documents, including: installation of signs, socialization to employees and the surrounding community and planting of woody plants in the HCV area.

Kelompok Tani Tenera already has a SOP of HCV Management Program No. KELOMPOK TANI_TENERA-SOP-HCV-26 which includes instructions for HCV management where one form of management is by setting up a buffer zone boundary on HCV 4.1. Based on field observations in the area of HCV 4.1 Plot 11.03 it is known that the management of HCV is good enough but needs to be further improved regarding the buffer zone boundary. In this case, Kelompok Tani Tenera has the opportunity to confirm the buffer zone boundary marking in the HCV 4.1 area. OFI

Milestone B

Kelompok Tani Tenera shows documentation of the maintenance and enhancement of HCV zones in the operational areas, for example:

- Minutes of socialization of the HCV area to employees on June 7, 2022, located at PAL IV and attended by 12 employees. Kelompok Tani Tenera can show documentation and attendance list for the socialization.
- Minutes of maintenance of the HCV sign board on 7 June 2022. Kelompok Tani Tenera can show documentation of the activity.

Based on field observations on HCV 4.1 in Plot 11.03 found that HCV was well maintained. There is a warning board regarding the prohibition of the application of chemicals and there is also a fence that limits the HCV area.

Based on interviews with farmers, information was obtained that they have knowledge and understanding related to demonstrating the maintaining and restoring riparian and other buffer zones in accordance with procedures that are owned, for example not applying chemicals and doing manual upkeep. That information inline with the result of interviews with chemical application workers revealed that the workers had an understanding of the prohibition of chemical application in HCV areas.

Status: Comply

4.8

Pesticides are used in ways that do not endanger health of workers, family, communities or the environment.

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-TNR/SK/VIII/2017 dated August 3, 2017.

Milestone A

Kelompok Tani Tenera showed training documents on best management practices for pesticides, such as socialization and training on the risks of using, storing and disposing of used pesticide packaging which was held on June 9, 2022 and was attended by 12 employees. Kelompok Tani Tenera can show documentation, materials and attendance lists for the activity.

Based on interviews with spray workers who at the time of the audit worked for fertilizer activities revealed that Kelompok Tani Tenera always provides training to employees regarding the risks, use and storage of pesticides.

Milestone B During the audit activity, there were no pesticide application activities in the field and only fertilization activities where the fertilization and pesticide applicator were the same person. Based on interviews with workers revealed that so far the pesticides used by Kelompok Tani Tenera are pesticides with the active ingredients <i>Methyl metsufuron</i> and <i>Glyphosate</i> . Based on field observations in the pesticide storage warehouse did not find any pesticides with the active ingredient <i>Paraquat dichloride</i> or pesticides categorized by WHO in class 1A or 1B.		
	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 Kelompok Tani Tenera has conducted training related to the safe use of chemicals, IPM, and weed management, for example: <ol style="list-style-type: none"> 1. MSDS socialization on 7 June 2022 which took place at the farmer group office and was attended by 12 employees. Kelompok Tani Tenera can show documentation and attendance list for the socialization activity. 2. Chemical training on 7 July 2022 which took place at the farmer group's office and was attended by 5 employees. Kelompok Tani Tenera can show documentation and attendance list for the socialization activity. Based on interviews with fertilizer workers in Plot 1.11 revealed that Kelompok Tani Tenera always provides training to employees regarding the use of safe chemicals, IPM, and weed management		
Milestone B Kelompok Tani Tenera shows evidence regarding the use of an IPM approach to minimize the use of pesticides and herbicides in their estate by utilizing the beneficial plant type <i>Turnera subulata</i> : <ol style="list-style-type: none"> 1. Minutes of the Turnera subulate nursery on January 3, 2022 located at PAL 1. 2. Minutes of the Turnera subulate planting on March 7, 2022, located at PAL 11. 3. Minutes of treatment for Turnera subulate on June 1, 2022, located at PAL 11. Based on field observations in PAL 5 and 8 revealed that Kelompok Tani Tenera had utilized the beneficial plant of the <i>Turnera subulata</i> type for controlling nettle caterpillar and also to minimize the use of pesticides.		
	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-4	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-4	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-4	Kelompok Tani Tenera do not use RSPO trademark and CB Logo
	Status: Comply
4.	Controlling of Certificate and Trademark, including withdrawing inappropriate trademark.
ASA-4	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-3 Assessment

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

3.3.2 Identification of Findings, Corrective Actions and Observations at ASA-4 Assessment

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

3.3.3. Opportunity for Improvement



No	Ref. Std.	Description
1	B.1.1	<p>Regarding internal audit, Kelompok Tani Tenera has a procedure for internal audit (KELOMPOK TANI-TENERA-SOP-IA-21 dated 07 January 2021), which explains that internal audit activities are carried out once a year. During the audit process, evidence can be shown that audit activities have been carried out in February 2022. The results of auditor verification it was known known that internal audit activities are still limited to what are the insufficiency and incompleted evidence in the field and not systematically informed what are the main concerns such as factors risk, potential non-compliance and reccuring nonconformity.</p> <p>Related to this, Kelompok Tani Tenera are encouraged to develop systematic audit methods in each section, for example ICS compliance, agronomic compliance in the field, labor and OHS aspects, Environmental Aspects, Legal Aspects, Documentation of records / records, housing aspects including facilities and infrastructure and other matters stipulated in the RSPO principles and criteria for Independent Smallholders. (OFI)</p>
2	D.1.1	<p>Based on the results of field visits, interviews with workers including ICS and group managers to ensure traceability of certified FFB production, the steps taken by the Kelompok Tani Tenera through:</p> <ul style="list-style-type: none"> - Harvesting activities carried out separately - Transport activities carried out separately - Employees who carry out harvesting activities are employees specifically for RSPO certification areas - Documentation of production carried out separately <p>During the audit process it was explained that this was done to ensure traceability of RSPO certified FFB production. In this regard, to maintain consistency and uniformity, Kelompok Tani Tenera are encouraged to develop procedures or policies related to these activities (harvesting, transportation and production documentation), including the monitoring period for FFB production and the quota projected by the Certification Body</p>
3	2.1	<p>In the previous standard (RSPO Independent Smallholder Standard, 6 November 2019) it was stated that the total land owned by individuals is not more than 50 Ha which is the accumulation of the total land ownership wherever the location is located. Furthermore, in the RSPO Independent Smallholder Standard, Indonesia National Interpretation for the Production of Sustainable Palm Oil 2020, endorsed by the RSPO Board of Governors on 14 February 2022, it is stated that the maximum area of individual ownership is 20 Ha and the total area is the accumulation of total land ownership wherever it is located.</p> <p>In relation to the above, at the time of the previous assessment, there were farmers who had land above 20 Ha, related to this, on June 1, 2022, the person concerned has been granted part of his land to other parties who are still members of the farmer group so that the current total area is not more than 20 hectares. Ha. The current grant process is in the process of being approved by the relevant agencies regarding changes to land ownership documents including STDB and SPPL. In this regard, the Kelompok Tani Tenera, is encouraged to continue to monitor the change process regarding the legal aspects of land ownership (OFI)</p>
4	4.7	<p>Kelompok Tani Tenera already has a SOP of HCV Management Program No. KELOMPOK TANI_TENERA-SOP-HCV-26 which includes instructions for HCV management where one form of management is by setting up a buffer zone boundary on HCV 4.1. Based on field observations in the area of HCV 4.1 Plot 11.03 it is known that the management of HCV is good enough but needs to be further improved regarding the buffer zone boundary. In this case, Kelompok Tani Tenera has the opportunity to confirm the buffer zone boundary marking in the HCV 4.1 area.</p>

3.3.4. Noteworthy Positive Components

No	Description
1	The commitment of independent smallholders to apply the principles of sustainable palm oil
2	Excellent presentation of documents, cooperation and competence of the companion team
3	Enthusiasm of management, facilitators and farmers in audit activities
4	Attention to improving the welfare of the community around the association
5	High enough concern for the welfare and independence of workers

3.4 Summary of Arising Issues from Public and Auditor Verification.

Public Issues (Institution/ NGO/Community)	Auditor Verification
<p>Environmental Agency of Katingan Regency.</p> <p>a. Kelompok Tani Tenera has managed the conservation area/ HCV for example in the form of riparian.</p> <p>b. There have not been any issues and reports from other parties regarding the negative impacts on the environment due to the management of Kelompok Tani Tenera.</p>	<p>According to field observation, there are no environment pollution from estate and mill operational.</p>
<p>Representative of Hampalit Village</p> <ul style="list-style-type: none"> • The Kelompok Tani Tenera has realized aids such as mosque construction, Umroh etc. • There are no issues related to conflicts or land disputes. • There are no issues related to the Kelompok Tani Tenera activities such as environmental pollution and fires. • The Kelompok Tani Tenera has good relations and communication with community representatives. • The majority of people's livelihoods are planting oil palm. • Hampalit community, who were the previous land owners, had no problems with land compensation. Many people work in the company as a compensation on communities' land. 	<p>There are no issues that need to be verified further, all information obtained from the results of the interviews has been submitted to the relevant indicators.</p>
<p>General Assistant</p> <ul style="list-style-type: none"> • The Kelompok Tani Tenera has provided a livable house • The Kelompok Tani Tenera has three sources of water and good sanitation. • The Kelompok Tani Tenera has managed waste by separating organic and inorganic waste • No hazardous and toxic waste was found in the Kelompok Tani Tenera housing. 	<p>There are no issues that need to be verified further, all information obtained from the results of the interviews has been submitted to the relevant indicators</p>
<p>Plantation Agency of Katingan Regency</p> <p>Kelompok Tani Tenera already has business permit for all farmers in Form of STD-B. Group manager also have good communication with The agency. Kelompok Tani Tenera location 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. There is no complaint from local residents about operational Activity of kelompok tani.</p>	<p>There was no negative issue that need further verification.</p>

4.0	CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY
4.1	Formal Sign-off of Assessment Findings
	<p>Hereunder sign by management representative from inspected company to acknowledge a field assessment and agree for all content explained in this assessment report, included of non-compliance findings.</p> <p>Signed on behalf of:</p> <div><div><p>Kelompok Tani Tenera Group Manager</p><p><u>Sugiyarno</u> Monday, 05 September 2022</p></div><div><p>Mutuagung Lestari Lead Auditor</p><p><u>Moh Arif Yusni</u> Monday, 05 September 2022</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.	Wahana Lingkungan Hidup Indonesia	Indonesia	informasi@walhi.or.id	-	22 August 2022	-	√
2.	Sawit Watch	Indonesia	info@sawitwatch.or.id	-	22 August 2022	-	√
3.	Rumah AMAN	Indonesia	rumahaman@aman.or.id	-	22 August 2022	-	√
4.	WWF Indonesia	Indonesia	Wwf-indonesia@wwf.or.id	-	22 August 2022	-	√
6	Environmental Agency of Katingan Regency	Katingan Regency	-	-	30 August 2022	√	-
7	Representative of Hampalit Village	Katingan Regency	-	-	31 August 2022	√	-
8	Plantation Agency	Katingan Regency	-	-	31 August 2022	√	
9	5 workers and dependants of Kelompok Tani Tenera	Katingan Regency	-	-	30 August 2022	√	
10	7 Farmers Members of Kelompok Tani Tenera	Katingan Regency	-	-	30 – 31 August 2022	√	

Appendix 2. Assessment Program

DATE	29 – 31 August & 01 September 2022	
PLANNED TIME	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
Monday, 29 August 2022		
11.00 – 12.00	JAKARTA → Palangkaraya	FRD
12.00 – 15.00	From the airport to the audit location	
15.00 – 16.00	Opening Meeting <ul style="list-style-type: none">Auditee Speech (Introduction of PIC, Profile of Certified Management Unit)Auditor Team Speech (Introduction, Audit Objective, Audit Scope, Audit Plan Discussion, Determine of Audit Sample, Transparency and Confidentiality Clarification)	All Auditor
16.00 – 17.00	Verification of Basic Information : <ul style="list-style-type: none">FFB Production DataScope of CertificationMap	
Tuesday, 30 August 2022		
08.00 – 12.00	Field Observation to Kelompok Tani Tenera Aspect to be verified: <ul style="list-style-type: none">Implementation of Legal Aspect (Land Ownership, Legal Boundaries);Implementation of Agronomy Aspect (Harvesting, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring,)Implementation of Environmental, Conservation/HCV and Waste Management AspectImplementation of Occupational Health & Safety AspectImplementation of Employment Procedure and Mechanism Aspect	All Auditor
12.00 – 14.00	Break	All Auditor
14.00 – 15.30	Continued field observation and interview with stakeholders	All Auditor
15.30 – 16.30	<ul style="list-style-type: none">Document review and completing audit checklist.	All Auditor
16.15 – 17.00	<ul style="list-style-type: none">Progress Audit Presentation	
Wednesday, 31 August 2022		
08.00 – 12.00	Public consultation with stakeholder <ul style="list-style-type: none">Stakeholders consultation by phone to related agenciesPublic consultation with village officials around the audit site Document review and completing audit checklist.	All Auditor
12.00 – 14.00	Break	
14.00 – 16.30	<ul style="list-style-type: none">Document review and completing audit checklist.	All Auditor
16.30 – 17.00	<ul style="list-style-type: none">Presentation of Daily Progress.	

DATE	29 – 31 August & 01 September 2022	
PLANNED TIME	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
Thursday, 01 September 2022		
07.30 – 08.00	Internal discussion by auditor team preparing for Closing Meeting	All Auditor
08.00 – 09.30	Closing Meeting: <ul style="list-style-type: none"> • Presentation of audit findings (Noteworthy Positive Component, Non Conformities, OFI, Timelie of CAR's, Conclusion)/ • Comments, Responses and Questions 	
10.00 – 13.00	LOKASI AUDIT → PALANGKARAYA	
13.40 -	PALANGKARAYA → JAKARTA	

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 District, 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	76.54	25.68	77	25.84	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	67.64	26.95	68	27.09	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	140.66	36.73	142	37.08	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	141.79	36.73	143	37.05	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	32.08	7.36	33	7.57	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	143.51	36.80	145	37.18	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	15.20	7.34	15	7.25	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	113.70	23.11	115	23.37	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"	14.01	14.01	218.45	25.31	220	15.70	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	133.78	22.48	135	22.69	1 February 2017	-
11	Fasokah	Hampalit Village, Katingan Hilir Sub District, Katingan District Kalimantan	S 1°51'52.8635628"	E 113°8'59.0513964"	2.59	2.59	69.72	26.92	71	21.41	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										
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	231.72	30.41	234	30.71	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"	19.05	16.19	762.60	35.35	770	40.42	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	306.05	27.75	309	28.01	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	91.14	19.39	93	19.79	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	311.83	35.84	315	27.93	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						
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	143.12	21.92	144	22.05	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	146.50	26.93	148	27.21	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	69.16	26.00	71	26.69	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	215.42	32.64	217	32.88	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	171.01	21.84	172	21.97	1 February 2017	-
22	Samawati	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan	S 1°55'16.2078708" S 1°53'35.3054364"	E 113°10'29.1788508" E 113°10'20.0261316"	5.03	5.03	143.67	28.56	145	28.83	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										
23	Sarsini Lilis Ujjanti	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	277.13	30.66	280	30.97	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	226.28	26.75	228	26.95	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	283.47	29.97	286	30.23	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	126.83	26.93	128	27.18	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	43.57	30.26	45	31.25	1 February 2017	-
28	Sunarwi	Hampalit Village, Katingan Hilir Sub District, Katingan	S 1°53'45.5503884" S 1°53'47.51385"	E 113°10'15.799519" E 113°10'23.042316"	3.99	3.99	107.47	26.93	109	27.32	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										
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	139.21	26.93	141	27.27	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	328.47	24.73	332	25.00	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	217.21	32.81	219	33.08	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	107.57	23.13	109	23.44	1 February 2017	-
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	155.67	21.50	158	21.69	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	111.95	23.13	115	23.55	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, Katingan District, Kalimantan Tengah Province, Indonesia										
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	165.30	26.32	168	26.59	1 October 2017	-
Total					223.92	218.48	6,035.44	27.62	6,100	27.23		