Roundtable on Sustainable Palm Oil
Public Summary Report

Report no.: 824502 14001
Certification assessment against the
RSPO Principles & Criteria for Sustainable Palm Oil Production Independent Smallholders - Indonesia National Interpretation (INA-NI), July 2010 and RSPO Standard for Group Certification, Year 2010

Gabungan Kelompok Tani (Gapoktan) Tanjung Sehati
Desa Mekar Jaya, Kecamatan Tabir Selatan, Kabupaten Merangin, Propinsi Jambi

Date of assessment : 19-21 November 2013

Report prepared by:
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1.0 SCOPE OF CERTIFICATION ASSESSMENT

1.1 National Interpretation Used

The operations of the palm oil plantation were assessed against RSPO Principles & Criteria National Interpretation for Sustainable Palm Oil Production, Independent Smallholders Republic of Indonesia July 2010 of the RSPO Principles & Criteria and RSPO Standard for Group Certification year 2010.

1.2 Type of Assessment

The main certification assessment was carried out on independent smallholder group (Gapoktan) Tanjung Sehati in Mekar Jaya Village, Tabir Selatan Sub District, Merangin District, Jambi Province.

1.3 Location and Maps

Table 1: GPS locations for all smallholder groups included in certification assessment

<table>
<thead>
<tr>
<th>Name of group</th>
<th>Location</th>
<th>GPS locations</th>
<th>Latitude</th>
<th>Longitude</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sido Mulyo</td>
<td>Mekar Jaya Village, Tabir Selatan Sub District, Merangin District, Jambi Province</td>
<td>1°51’00” N - 1°51’48” N</td>
<td>102°27’30” E - 102°28’18” E</td>
<td></td>
</tr>
<tr>
<td>Sido Makmur</td>
<td>Mekar Jaya Village, Tabir Selatan Sub District, Merangin District, Jambi Province</td>
<td>1°51’40” N - 1°52’10” N</td>
<td>102°27’56” E - 102°28’36” E</td>
<td></td>
</tr>
<tr>
<td>Mandiri Jaya</td>
<td>Mekar Jaya Village, Tabir Selatan Sub District, Merangin District, Jambi Province</td>
<td>1°51’23” N - 1°52’5” N</td>
<td>102°27’36” E - 102°28’27” E</td>
<td></td>
</tr>
<tr>
<td>Sido Maju</td>
<td>Mekar Jaya Village, Tabir Selatan Sub District, Merangin District, Jambi Province</td>
<td>1°51’50” N - 1°52’10” N</td>
<td>102°27’19” E - 102°27’2” E</td>
<td></td>
</tr>
<tr>
<td>Sumber Hasil</td>
<td>Mekar Jaya Village, Tabir Selatan Sub District, Merangin District, Jambi Province</td>
<td>1°51’27” N - 1°52’40” N</td>
<td>102°27’00” E - 102°28’15” E</td>
<td></td>
</tr>
<tr>
<td>Kemang Jaya</td>
<td>Mekar Jaya Village, Tabir Selatan Sub District, Merangin District, Jambi Province</td>
<td>1°51’46” N - 1°52’18” N</td>
<td>102°26’50” E - 102°27’30” E</td>
<td></td>
</tr>
</tbody>
</table>
**Figure 1**: Location of Independent Smallholder Group (Gapoktan) Tanjung Sehati Plantation in Jambi, Indonesia

**Figure 2**: Map of Independent Smallholder Group Estate in Jambi, Indonesia
**Table 2: Total and projected FFB production from Independent Smallholder Group (Gapoktan) Tanjung Sehati**

<table>
<thead>
<tr>
<th>Age &amp; Year of Plantings</th>
<th>Sido Mulyo</th>
<th>Sido Makmur</th>
<th>Mandiri Jaya</th>
<th>Sido Maju</th>
<th>Sumber Hasil</th>
<th>Kemang Jaya</th>
<th>Total (Hectare)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 5 (2013 – 2009)</td>
<td>6.40</td>
<td>0.95</td>
<td>2.00</td>
<td>0.91</td>
<td>2.00</td>
<td>1.30</td>
<td>13.56</td>
</tr>
<tr>
<td>6 – 10 (2008 – 2004)</td>
<td>64.16</td>
<td>30.18</td>
<td>38.75</td>
<td>32.37</td>
<td>31.50</td>
<td>6.80</td>
<td>203.76</td>
</tr>
<tr>
<td>16 – 20 (1998 – 1994)</td>
<td>1.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>3.75</td>
<td>0.00</td>
<td>4.75</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>98.33</strong></td>
<td><strong>44.14</strong></td>
<td><strong>63.37</strong></td>
<td><strong>68.60</strong></td>
<td><strong>40.55</strong></td>
<td><strong>31.58</strong></td>
<td><strong>346.57</strong></td>
</tr>
</tbody>
</table>

*Note: *) period of November 2013 to October 2014

1.4 Dates of Plantings and Replanting Cycles

Independent Smallholders Group follows a replanting cycle of 25 years. Information on the dates of plantings are as per the table below.

**Table 3: Age and year of plantings of independent smallholder estate**

<table>
<thead>
<tr>
<th>Estate Name</th>
<th>Total Area (ha)</th>
<th>Oil Palm Planted Area (ha)</th>
<th>Mature Production Area (ha)</th>
<th>Immature (Non-production) Area (ha)</th>
<th>FFB Production* (tonnes)</th>
<th>FFB Production** (tonnes)</th>
<th>Average Yield (ton/ha)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sido Mulyo</td>
<td>98.33</td>
<td>98.33</td>
<td>98.33</td>
<td>0.00</td>
<td>979.29</td>
<td>819.42</td>
<td>9.96</td>
</tr>
<tr>
<td>Sido Makmur</td>
<td>44.14</td>
<td>44.14</td>
<td>43.19</td>
<td>0.95</td>
<td>776.68</td>
<td>561.68</td>
<td>17.98</td>
</tr>
<tr>
<td>Mandiri Jaya</td>
<td>63.37</td>
<td>63.37</td>
<td>63.37</td>
<td>0.00</td>
<td>935.95</td>
<td>650.25</td>
<td>14.77</td>
</tr>
<tr>
<td>Sido Maju</td>
<td>68.60</td>
<td>68.60</td>
<td>68.60</td>
<td>0.00</td>
<td>691.99</td>
<td>600.25</td>
<td>10.09</td>
</tr>
<tr>
<td>Sumber Hasil</td>
<td>40.55</td>
<td>40.55</td>
<td>40.55</td>
<td>0.00</td>
<td>395.85</td>
<td>333.18</td>
<td>9.76</td>
</tr>
<tr>
<td>Kemang Jaya</td>
<td>31.58</td>
<td>31.58</td>
<td>30.58</td>
<td>1.00</td>
<td>310.00</td>
<td>269.48</td>
<td>10.14</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>346.57</strong></td>
<td><strong>346.57</strong></td>
<td><strong>344.62</strong></td>
<td><strong>1.95</strong></td>
<td><strong>4,089.76</strong></td>
<td><strong>3,234.26</strong></td>
<td><strong>11.87</strong></td>
</tr>
</tbody>
</table>

*Note: *) Year 2012

**FFB production year 2013 (January – October 2013)**
Table 5: Land use data for Independent Smallholder Group (Gapoktan) Tanjung Sehati

<table>
<thead>
<tr>
<th>Estate Name</th>
<th>Total area (ha)</th>
<th>Rubber Palm Planted Area (ha)</th>
<th>Oil Palm Planted Area (ha)</th>
<th>HCV/Potential HCV areas* (ha)</th>
<th>Land used for other purposes (ha)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Local Government office</td>
</tr>
<tr>
<td>Sido Mulyo</td>
<td>98.33</td>
<td>0.00</td>
<td>98.33</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Sido Makmur</td>
<td>44.14</td>
<td>0.00</td>
<td>44.14</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Mandiri Jaya</td>
<td>63.37</td>
<td>0.00</td>
<td>63.37</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Sido Maju</td>
<td>68.60</td>
<td>0.00</td>
<td>68.60</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Sumber Hasil</td>
<td>40.55</td>
<td>0.00</td>
<td>40.55</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Kemang Jaya</td>
<td>31.58</td>
<td>0.00</td>
<td>31.58</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>346.57</td>
<td>0.00</td>
<td>346.57</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

1.8 Detail information about RSPO certification

Detail information about RSPO certification in Independent Smallholder Group (Gapoktan) Tanjung Sehati as follows:

<table>
<thead>
<tr>
<th>RSPO membership no. and date</th>
<th>1-0140-13-000-00 date of August 7, 2013 on behalf of Yayasan SETARA - Jambi</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSPO certificate no.</td>
<td>82450214001</td>
</tr>
<tr>
<td>Date of first RSPO certificate &amp; validity:</td>
<td>June 16, 2014 to June 15, 2019</td>
</tr>
<tr>
<td>Date of certification audit</td>
<td>19-21 November 2013</td>
</tr>
<tr>
<td>Date of previous surveillance audit</td>
<td>-</td>
</tr>
<tr>
<td>Date of revised RSPO certificate &amp; validity (if applicable)</td>
<td>-</td>
</tr>
<tr>
<td>FFB tonnages claimed</td>
<td>4,500* Tonnes</td>
</tr>
</tbody>
</table>

Note: * see note on section 1.1.0

1.9 Organisational Information / Contact Person

Contacts details of the company are as follows:

<table>
<thead>
<tr>
<th>Company/Organization Name</th>
<th>Independent Smallholder Group (Gapoktan) Tanjung Sehati</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Mekar Jaya Village, Tabir Selatan Sub District, Merangin District, Jambi Province</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Mr Jalal Sayuti (Head of Independent Smallholder Group (Gapoktan))</td>
</tr>
<tr>
<td>Telephone</td>
<td>+62 0878 5823 5759 (Gapoktan)</td>
</tr>
<tr>
<td>Email</td>
<td>-</td>
</tr>
</tbody>
</table>

1.10 Approximate Tonnages Certified

The approximate tonnages certified, based on FFB production from the existing members own estates and projected additional FFB from new farmer members that will join in year 2014, are as follows:

Fresh Fruit Bunch (FFB) : 4,500 tonnes
1.11 Recommendation for Certification

Independent Smallholder Group (Gapoktan) Tanjung Sehati has established and maintains an effective system to ensure compliance with the RSPO Principles & Criteria for Sustainable Palm Oil Production Independent Smallholders - Indonesia National Interpretation (INA-NI), July 2010 and RSPO Standard for Group Certification 2010. The audit team has confirmed through the audit process that the company’s practices complies with, adequately maintains and implements the requirements of RSPO Principles & Criteria for Sustainable Palm Oil Production Independent Smallholders - Indonesia National Interpretation (INA-NI), July 2010.

TÜV Rheinland Indonesia recommends that Independent Smallholder Group (Gapoktan) Tanjung Sehati be approved as a producer of RSPO Certified Sustainable FFB.

1.12 Date of Certificate Issued and Scope of Certificate

The scope of the certificate covers production of FFB from Independent Smallholder Group (Gapoktan) Tanjung Sehati estates, which includes group of farmer of Sido Mulyo, Sumber Makmur, Mandiri Jaya, Sido Maju, Sumber Hasil and Kemang Jaya.

The date of certificate issued is June 16, 2014. Further details of the certificate are as per Appendix 1.
2.0 ASSESSMENT PROCESS

2.1 Certification Body

PT TUV Rheinland Indonesia is member of Group TÜV Rheinland Group, a global leader in independent testing and assessment services. The TÜV Rheinland Group was established in 1872 with offices located in over 490 locations in 62 countries on all five continents. TUV Rheinland Indonesia offers certification for a wide range of management systems according to established international standards including ISO 9001, ISO 14001, OHSAS 18001, SA 8000, as well as CDM Validations and Verifications. PT TUV Rheinland Indonesia office is located in Jakarta, Malaysia.

2.2 Qualifications of Lead Assessor and Assessment Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Qualifications / Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fadli</td>
<td>Lead Auditor</td>
<td>Education: Bachelor of Anthropology, Department of Anthropology - University of Indonesia, Jakarta.</td>
</tr>
<tr>
<td>Irpan Kadir</td>
<td>Auditor</td>
<td>Education: Bachelor of Agriculture, Department of Social and Economic of Agriculture, Bogor Institute of Agriculture.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Trainings attended:</strong> Sustainable Natural Production Forest Management (Pengelolaan Hutan Alam Produksi Lestari - PHAPL) assessor training (May 2003); Forest Plantation Management (August 2003) training - Indonesian Ecolabel Institute (LEI).</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Working experience:</strong> Experienced as external auditor of PT. TUV International Indonesia for Sustainable Forest Management and RSPO Principles &amp; Criteria. Has experience in conducting assessments of performance and social mapping for mining and forestry companies. He is a senior researcher and trainer at A + CSR Indonesia.</td>
</tr>
</tbody>
</table>
2.3 Assessment Methodology

The certification assessment was conducted between 19 to 21 November 2013 as per the assessment program below. The assessment was carried out in accordance with TUV Rheinland Indonesia RSPO audit procedure as well as the RSPO Certification Systems document. During assessment, the qualified TUV Rheinland assessors used the RSPO standard as endorsed for the country in which the assessment took place and recorded their findings.

Due to the location and proximity of the estates, combined with common management systems, it was possible to carry out both field and document assessments of all estates within the time frame without compromising the integrity of the assessment in anyway.

All 6 (six) schemes were visited and the assessment team carried out field and document assessments of compliance to all the RSPO principles and criteria. Common systems were identified and specific evidence was recorded for individual estates. Interviews were conducted at all estates.

The auditee proposed the correction and corrective action for all identified non-conformities raised to the certification body 30 days after the closing meeting. Verification of closure of major non-conformances was conducted 2 months after the closing meeting of the main assessment and implementation of corrective actions for minor non-conformities will be verified during the next surveillance audit. The certification assessment agenda is as explained below.

Main Assessment Agenda.

<table>
<thead>
<tr>
<th>Date</th>
<th>Location/ Main sites</th>
<th>Main activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>19.11.2013</td>
<td>Gapoktan secretary office</td>
<td>Document checking</td>
</tr>
<tr>
<td>19.11.2013</td>
<td>Related government institution and neighbourhood company</td>
<td>Public consultation</td>
</tr>
<tr>
<td>20.11.2013</td>
<td>Sido Mulyo Farmer group site</td>
<td>Field observation I nterview with estate owner, worker and community at site and home</td>
</tr>
<tr>
<td></td>
<td>- Sido Maju Farmer group site</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Kemang Jaya Farmer group site</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- local community</td>
<td></td>
</tr>
<tr>
<td>21.11.2013</td>
<td>Sumber Hasil Farmer Group Site</td>
<td>Field observation I nterview with estate owner, worker and community at site and home</td>
</tr>
<tr>
<td></td>
<td>- Mandiri Jaya Farmer Group Site</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Sido Makmur Farmer group site</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- local community</td>
<td></td>
</tr>
</tbody>
</table>

2.4 Stakeholder Consultation and Stakeholders Contacted

The stakeholder consultation involved both external and internal stakeholders. External stakeholders were notified to make comments on the certification assessment by placing an invitation to comment on the RSPO website. Stakeholders included those immediately linked with the operation of the Tanjung Sehati Gapoktan such employees, outgrowers, the local government, NGO’s, local communities.

Stakeholder consultation took place in the form of meetings and interviews. Meetings with stakeholders were held to seek their views on the performance of the Gapoktan with respect to the sustainability practices outlined in the RSPO Principles & Criteria, and to comment on aspects where improvements could be made. Meetings with local communities were held at their respective premises within and near the Gapoktan’s area. A stakeholder consultation meeting was also held on Camat Tabir Selatan’s Office and at Neighbourhood Company’s office (PT SAL) on 19 November 2013. Letters inviting individual stakeholders to the stakeholder consultation meeting were prepared and sent to the individual stakeholders, while telephone calls were made to arrange the meetings.

In all the interviews and meeting, the objectives of the RSPO and the purpose of the assessment was clarified at the outset followed by an evaluation of the relationship between the stakeholders and the Gapoktan before discussion proceeded to obtain the stakeholders feedback on the Gapoktan’s compliance to different aspects.
of the RSPO Principles & Criteria. Although several stakeholders were not familiar with RSPO but they agreed with its objective and expressed their willingness to collaborate in the promotion of sustainable palm oil in Jambi province. In all interviews and meeting, the assessment team did not restrict discussion of both the positive and negative aspects of operations conducted by Gapoktan's estates.

The stakeholder consultation meeting held with stakeholders during the audit was extensive and productive, with an attendance of more than 15 persons. This was followed by site inspections, including visits to the local communities, interviews with worker and member of Gapoktan, and inspections of worker infrastructure. All stakeholder issues raised were recorded and forwarded to the management for their written response, and this is summarized in Section 3.4. The list of stakeholders that attended the stakeholder consultation meeting and stakeholders interviewed during the assessment is included as Appendix 4.

2.5 Date of Next Surveillance Visit

The next surveillance visit is planned for November, 2014.
### 3.0 ASSESSMENT FINDINGS

#### 3.1 Summary of Findings

During the certification assessment, there are **7 (seven) nonconformities**, consist of 5 (five) nonconformities (RSPO Group Certification: 4 (four) nonconformities and RSPO P&C Independent Smallholder: 1 (one) nonconformities) were assigned against Major Compliance indicators; and 2 (two) nonconformities were assigned against Minor Compliance Indicators. There are **Three (3) observations or opportunities for improvement were identified.** Further explanation of the non-conformities raised and corrective actions taken by the company are provided in Section 3.2. The observations & opportunities for improvement are listed in Appendix 5.

The following is a summary of findings made for the criteria listed in the RSPO Principles & Criteria for Group Certification, Juli 2010 and for Independent Smallholder, Juli 2010.

**A. Findings against requirements for Group Certification :**

**Element 1.1: Group elements**

**Findings :**

Gapoktan Tanjung Sehati has a Group Manager to manage organisation, namely Jalal Suyuti who is assigned through consensus on the meeting on October 18, 2009. This is stated on notarial act document Aswanto, SH, M.Kn, no. 80 dated May 8, 2013. Group Manager responsibility is to ensure that all group members comply with the RSPO standard.

There is a statement document of 6 (six) farmer groups to join in the Gapoktan dated 19 September 2013, to support the initiative on sustainable palm oil and RSPO certification that initiated by Gapoktan, and established documentation improvements especially in best practice cultivation, including environmental and community as required by RSPO P & C. Gapoktan Tanjung Sehati has 6 (six) groups of farmers from 214 farmers members, the sixth group of farmer are:

1. Kemang Jaya, 28 members,
2. Sido Makmur, 32 members,
3. Sido Maju, 38 members,
4. Mandiri Jaya, 33 members,
5. Sumber Hasil, 25 members,
6. Sido Mulyo, 58 members.

There is a record of groups documentation and monitoring activities which also contains information about group profile and member of group including all activities for each group member such as total land, planting year, number of trees, type of fertilizer used, dosage and manuring rotation / month, number of crops per month.

There is also record of pesticides application of each member and updated every month, such as spraying activities on Sido Makmur farmer groups in 2013, contains information on pesticide type, dosage and time of application.

To ensure the implementation of best management based on the number and competence of official and Group Manager, there is decree of Gapoktan chairman no. 08/SK-GKT-TS/VIII/2013 dated 20 October 2013 concerning the maximum number of members that can be supported by the group manager RSPO certification, which is 500 people.

**Compliance status: Full Compliance**

**Element 1.2 : Compliance with standards**

**Findings :**

In order to ensure compliance of group with relevant RSPO standards, the group manager and assistants conducted an audit to the group members. The results of the audit was that the group (Gapoktan) adheres
and implements the RSPO P & C, but there are still some nonconformities found. Overall, there were 7 non-conformities identified, include provisions for group certification and the RSPO P & C, as explained in other parts below.

In order to ensure that members of Gapoktan compliance with the RSPO requirements, Group Manager established a monitoring program to all members. Currently there were two other prospective groups to join in efforts to comply with the RSPO P & C i.e. Sumber Bahagia and Sido Muncul Farmers Groups. Some programs had been implemented by the Group Manager of the group i.e. location mapping, collect information about the activities carried out in groups, distributing subsidized fertilizer, and education about sustainable cultivation of plantation as well.

Group of farmers has signed statement of commitment to comply RSPO requirement, some evidence was found there i.e signed letter of statement each member from group of farmers. A copy the commitment is being held by Group Manager and each member itself.

All members of the Gapoktan abide by the rules imposed by the Group program manager as follows :
1. There is a signature on the consent of members to be involved in promoting sustainable palm oil;
2. Information on land area and the amount of the principal at each farmers;
3. There are records regarding to fertilizer application and dosage of each member of Farmer Group during 2012-2013;
4. There are notes about types of pesticides used in 2012-2013 by each member including the name of the pesticide;
5. There is information about the source of seed being planted;
6. Copy of land certificate, except certificate that was for a guarantee in the Bank;
7. There is data on the profile of each member of the group farmer which provides : name, date of birth, address, cell phone number, education, family status, number of children, extensive gardens, planting year, the principal amount, the origin of seeds, land titles, land boundaries.

This certification audit was carried out currently to ensure that the Group manager complied with RSPO Standard for Group Certification. The result is that there is some nonconformity as described in the NCR in special section below.

Evidence showing that the formal group members continually strive to maintain their compliance with the relevant standards of the RSPO for group member will be seen in the annual surveillance.

Compliance status: Full Compliance

Element 1.3: Group Manager. The Group Manager of the Group shall demonstrate its capacity for managing group certification and performance assessment against the RSPO Standard for Group Certification.

Findings:
Based on notarial deed Aswanto SH, M.Kn, appointed Group manager is Mr. Jalal Suyuti who is Chairman of the Gapoktan Tanjung Sehati, secretary Mr. Muhammad Solikin, and treasurer Mr. Junaidi.

There is a Gapoktan organizational structure that contains a general description of the positions and responsibilities of each personnel.

The language used in daily activities of Gapoktan is Javanese language. Group manager can smoothly communicate with all members because both come from the ethnic of Java and the Javanese language. Indonesia language is only used in a limited circle, ie when it involves other people who can not speak Javanese.

From interviews and observations of the group manager and Gapoktan Tanjung Sehati known that Group managers and administrators understand the requirements and applicable RSPO standards. There is no conflict of interest that would affect its capacity to meet the requirements of the RSPO.

In day-to-day activities Group manager assisted by a sufficient number of personnel. There is an organizational structure that ensures that all activities related to Gapoktan are well performed. The organizational structure consists of an adviser, administrators, and members. Adviser consists of Bungo Tanjung village chief and companion / village extension workers. Board consists of a chairman, secretary and treasurer. There is a monitoring and management program to ensure the compliances of RSPO P & C in all members, the implementation of the program will be monitored by an assigned person.
For financial purpose, apart from the members of farmer groups, Gapoktan also received support from the Setara Jambi Foundation and networks. Located within the village itself and the relatively close distance from home (1-2 Km) greatly facilitates visits to the plantation if required. Gapoktan official existence that is always ready to help lead Group Manager Group Manager full support to carry out their duties.

Group Manager has the capacity to perform the control, monitoring and evaluation. To carry out the task, Group Manager has a written schedule for monitoring activities or field trips for the period August 2013-December 2014, namely:

- Last audit findings correction: August - September;
- Socialization of findings: August
- Scheduled site visit: August, Oct, Dec, Feb, April, June, August, Oct, Dec
- Boards meeting: August-Dec
- Coordination meeting: not scheduled
- Organic fertilizer application: August, Nov, Feb, May, August, Nov.
- Harvesting: not scheduled yet.

To guide the implementation of tasks or activities of the organization, there is a document organization’s statutes and bylaws (namely “Anggaran Rumah Tangga”) of Gapoktan Tanjung Sehati which is ratified on 20 November 2011. In the constitution and bylaws set the mission, policies and procedures for operational management and decision-making involving the Group Manager, administrators and members of farmer groups. Statutes and bylaws also contain provisions regarding procedures for communicating within the organization.

There are procedures for communicating in Chapter IV By laws (Anggaran rumah tangga) article 13 and 14, which is about the duties of Trustees and Chairman Gapoktan which is also a Group manager. In chapter 13 stated supervisory tasks are: to supervise the work Gapoktan; provide input and advice to Gapoktan; conduct internal evaluations related to the work program and business units Gapoktan.

In Article 14 of ‘Anggaran rumah tangga’ is stated: responsible for the course work program Gapoktan for 5 years; submit an accountability report to Congress during his tenure; attend board meetings and meetings of members; coordinate and harmonize procedures for the work unit-units in the structure gapoktan; represent Gapoktan in meetings outside Gapoktan; responsible for establishing cooperation with gapoktan and other organizations; build business planning that support economic development Gapoktan.

The group manager has disseminated information on Gapoktan’s purpose and benefits to the farmer group members who become members Gapoktan and the other farmer groups around who are not yet members of the Gapoktan by following RSPO P & C. In the socialization program plan submitted to be implemented in plantation activities. Various activities have been undertaken by the Group manager associated with efforts to implement good plantation based RSPO P & C, among others, is to conduct outreach to the procedure of treatment plants such as fertilizer, pesticide application and selection of good seed, procedures for harvesting and criteria fruits decent harvest. For this activity Gapoktan has brought the surrounding palm oil companies as existing FFB buyers. Not forgetting also the involvement of agricultural extension workers from relevant government who served in the region. These activities have also been carried out on four groups of prospective farmer in a neighboring village.

Associated with the FFB sales process, Gapoktan has marketing system that is transparent and mutually beneficial between Gapoktan and members of farmer groups. There is flowchart of FFB sales via the Gapoktan mutually agreed, effective September 2013.

**Compliance status: Full Compliance**

**Element 2.1: Group Management Documentation Structure and Content.** The Group Manager shall have its operational structure, policies and procedures and basic information on individual group members documented. The system verifies whether operations within the group comply with the RSPO Standard for Group Certification Requirement and the relevant RSPO Standard for Sustainable Oil Palm Production.

**Findings:**

Group Manager has operational structure to manage system documentation groups, and decision-making responsibilities within the group. Operational structure is contained in the articles of association and by
laws Gapoktan which was ratified on 20 November 2011. In the constitution and bylaws stated that each member entitled to vote and be elected into the board and has the right to participate in organized activities such as training and education, receive financial aid or loans, issued an opinion in a meeting of members.

The highest authority in gapoktan owned by the congress, which will be held the 1st time in 5 years as the highest decision-making. Congress implemented aims to select chairman and board of Gapoktan and also formulate AD / ART and organizations strategic plan for the next 5 years. Congress would implemented if the presence of members of at least two thirds the number of members. Special congress will be held in the event of specific events such as the 50% Gapoktan can not work or do not work in accordance with its mandate. In addition to Congress annual meeting of members are also authorized to establish annual plans of Gapoktan. The annual meeting will be attended by members of the board, the group heads, supervisors and all members.

All records related to Gapoktan, farmer groups and members will be kept in the 5-year period. There Gapoktan chairman decree no. 07/SK-GKT-TS/VIII/2013 about the shelf life of the document, which states that the shelf life of related documents RSPO certification is valid for 5 years. Provisions became effective on October 20, 2013.

Requirements and procedures for joining the group available on “Anggaran Rumah Tangga” as below : 
1) Farmer groups are accepted as a member if it meets the following conditions :
   a) Farmer groups from the Tanjung Bunga village Tabir Selatan districts.
   b) Aims to improve the welfare of farmers and their families.
   c) Approve AD / ART, public programs and regulations,
   d) Submit an application to become a member,
2) A person can become a member if it meets the following conditions :
   a) Villagers Bungo Tanjung district of TAbir Selatan
   b) It has been 17 years old or married
   c) Pancasila moral
   d) Approve AD / ART, public programs and regulations
   e) Approve AD / ART, public programs and regulations
   f) Submit an application to the board
   g) Pay tuition

While Article 2 by law states :
1. Members of the group are a legitimate member after receiving notification of a request title.
2. Refinance compulsory savings.

Article 5 by laws (ART-Anggaran Rumah Tangga) contains provisions regarding the procedure to remove a member of the group and remedial procedures for expulsion. Contained in Article 5 ART :
1. Any member or officer who willfully neglects or violates the AD / ART and regulations are subject to disciplinary action in the form of :
   a. Verbal warning, a written warning to the violator policy,
   b. Suspension for rules and decisions violators.
   c. Dismissed for violators AD / ART.

The suspension fixed by agreement Gapoktan board deliberation and strengthened by the board of farmer groups and valid 1 year, if there are signs of improvement then it may be noted again become a member.

Expulsion of members from the group is decided by the board and discussion of results is attended by gapoktan farmer groups and administrators. The expulsion is valid for periods of 5 years after that the expelled member may be processed again become a member.

Associated with the internal assessment protocol implementation procedures of internal audit are each farmer group, September 2013 :
1. Proposed internal audit and scheduling
2. Assessment of members plantation
3. Reporting the results of the assessment will be delivered after 7 days post-assessment to Gapoktan official
4. If there are no issues or findings, will be published and stored by the board
5. If there are findings, the board will hold discussions with relevant members and jointly plan improvements.

Correction will held within one month for major and minor findings and will be start 1 day after closing meeting.
There is also the procedure how to join the farmer group, effect since September 2013:
1. Farmers report to the board of farmer groups;
2. Farmers fill out a form provided by the board members of farmer groups;
3. Comply with the rules in the farmer groups.

There are procedures for implementing corrective action against the farmer groups, namely: plan of corrective action procedures of external and internal audits, September 2013, and consists of:
1. Discussion of the board of Gapoktan,
2. Assessment to the field
3. Reporting results of the assessment will be carried out after 7 days assessment is completed.
4. If there are findings will be published and stored by Gapoktan.
5. If there are findings, then Gapoktan will discussed with associated members, and jointly carry out improvement plans.
6. Repairs carried out for 1 month for the major and minor findings.

Regarding to communicating Corrective Action Requests (CARs), there is procedure to implement corrective action and correction i.e. procedure of external and internal audit correction plan, valid since September 2013, consist of:
1. Discuss with Gapoktan officer,
2. Field assessment
3. Report will done 7 days after closing meeting.
4. Any finding will be announced and record will be kept by Gapoktan.
5. Findings, if any will be discussed with Gapoktan and related member, and correction and corrective action will be held.
6. Improvement will be held in 1 month for major and minor findings.
7. There is also form of continuous improvement consist of objective and schedule of implementation.

To be able to manage and respond to complaint, appeals, corrective action requests (CARs), and group member performance assessment, there is a complaint form sheets that can be used by members. There is a flowchart of the complaint. Gapoktan administration officers will maintain the record until an answer is received by members or stakeholders.

Policies and procedures for the monitoring group, including carrying out a risk assessment and updating group and annual surveillance of the group members. In ‘Anggaran rumah tangga’, it is stipulated in article 13, section 4 of deliberations in the meeting.

Gapoktan has a copy of each group member’s application form to the group with relevant information for each member that is updated regularly, i.e. name of producer, address, contact details, type of land ownership, size of plantation area, location. Additional information is also contained in this document is the origin of seeds, land titles and land boundaries.

Gapoktan also has a record for each member of which contains information on the total annual production and production per unit area (hectare) for previous years, from at least one year prior to joining the group, and the estimated production for the current year. There are a record of production Gapoktan members in each group, which contains information about the production in the past one year.

There are results from the last internal and external assessments showing performance levels to the relevant RSPO Standard for Sustainable Palm Oil Production, Including dates, these were Carried out, any plans for improvement and implemented a corrective action requests (CARs) raised and closed out for each group member. From the results of the audit improvement plan Gapoktan establish time line RSPO audit findings of the Regional Facilitator (Disbun province of Jambi) which was implemented in January 2013. Improvement and corrective action, which began in February to October 2013.

Relating to an individual’s membership in Gapoktan. There is documentation that contains information about the procedure and a record date of entry into force of the membership. All individual data with a map of oil palm plantations in sufficient scale. There is also a map that illustrates the location of the entire plantation members.

Gapoktan has a data record plantation area measurement of each farmer group:
1. Kemang Jaya : the number of 28 members who participated certified land area 31.58 ha, which is not involved extensive certification : 2 ha, the total amount of 33.58 Ha;
2. Sumber Hasil : the number of members 30, the area of land involved certification 40.55, which did not participate land area of certification : 6 ha, the total area of land: 46.55 Ha;
3. Jaya Mandiri: number of member 35, the land area of certification: 63.37 ha, which is not participate: 3.5 Ha. The total amount of 66.87 Ha;
4. Sido Makmur: total membership of 33 people, who participated extensive certification 44.14 Ha, who was not extensive certification: 1.05. Total area : 45.19 ha;
5. Sido Forward: number of members: 38 people who participated wide certifications: 68.6 Ha, who was not extensive: 0 ha. Total area: 68.6 ha;
6. Sido Mulyo: total membership of 63 people, who participated extensive certification: 98.33 Ha, while others member which is not participate in certification is 12.23 Ha. Total area: 110.56 Ha.

There are currently no data on certified products because the certificate is not issued, but estimated in accordance with the amount of crop yields over the years.

In addition to data on oil palm production, there are also data on other products owned by 5 farmer groups that are members Gapoktan, as follows:
2. Sumber Hasil: 2-3 Quintal rubber, depending on the weather.
3. Jaya Mandiri: rubber 2, the results of 1.5 quintals per month (new tapped 5 months).
4. Sido Makmur prosperous: all palm oil.
5. Sido Mulyo: rubber 2, the results of a total of 5.5 quintals per month.

There is no conservation area. However, there are areas that are used for infrastructure (goat barn with 9x22 size M), 9x9 warehouse M.

**Compliance status: Full Compliance**

**Element 2.2: Internal assessment system**

**Findings:**

No other prospective farmer groups involved in the certification process at the moment. Gapoktan formed by a group of farmers who wish to comply with RSPO standards. Thus, all the farmer groups Gapoktan member at the same time, so there is no current farmer groups that are members after recruitment and selection process by the Group Manager.

When the audit was conducted There is no evidence that the Group Manager has conducted regular internal assessment as required for RSPO certification standard for group. The absence of evidence is reported in the non-conformity no. 2013-01 of 07.

**Compliance status : Non Compliance**

**NCR No. 2013-01 of 07**

The group manager has not conducted regular internal assessment for all current group members.

**Element 3.1: The group manager shall document and implement a system for the tracking and tracing of FFB produced by the group members and intended to be sold as RSPO certified FFB**

**Findings:**

The result of FFB was produced by each farmer is documented in the handbook of good gardening method. The organization has information/data about result of harvest (volume of FFB (tonnasses)) basis monthly and each farmer. While the recapitulation of result of harvest per farmer group stated in a the record of harvest farmer groups (informed about name of farmers, land area per farmer, year plants, trees per hectare/the number of plants, and volume of FFB).

The organization has been implemented a system for the tracking and tracing of FFB produced by member group in form of FFB sales book through FFB marketing unit. In the book, there are information about name of farmer from FFB was harvested and it was categorized as FFB certified and non-certified, example: sales transaction on date of October 1, 2013 amount of 9.95 tonnes (consists of FFB certified amount of 3.28 tonnes and FFB non-certified amount of 6.67 tonnes) with destination is Agroindo Indah Persada mill via truck (Indonesian car number plates : BH 8210 FU). FFB certified came from Jumani
Element 3.2: There shall be a collective group procedure for the sale of all certified FFB originating from the plantations of group members that is agreed by the group members and the Group Manager and is designed to ensure that non-certified FFB are not sold as RSPO certified FFB. This shall be contained in any group marketing system that is developed for the group, and shall follow one of the supply chain models as per the RSPO Supply Chain Certification Systems, i.e. Identity Preserved, Segregation or Mass Balance.

Findings:
The organization has a mechanism/procedure/work flow about FFB sales via Independent Smallholder Group (Gapoktan) Tanjung Sehati. In the mechanism/procedure/work flow has informed that the result of harvest FFB are collected in collection point results (Tempat Pengumpulan Hasil) to be weighed, recorded of name of the owner of the FFB and ensure of FFB category (FFB certified or FFB non-certified). Furthermore FFB brought to the mill by bringing the FFB delivery letter (Surat Pengantar Buah) and the recipient of the letter signed after FFB received in mill. Independent Smallholder Group (Gapoktan) conducting payment for FFB received from farmers with periodicity. The farmers signed receipt the result of harvest at time of receiving payment.

There are member group not join in processing RSPO certification or there are FFB owned community around estate which mechanism of sales via marketing unit or there are other estates owned member group not include scope of certification but it marketing via marketing unit that the organization has stated supply chain model i.e Mass Balance (MB) as set out in circular letter No. 01/Gapoktan/IX/2013 about supply chain model selected.

Based on the information of sales on October 2013, there are non-certified FFB (came from grave area and village estate) are sold as RSPO certified FFB. These condition that the mechanism/work flow has been designed and agreed upon still not reliable to ensure that non-certified FFB are not sold as certified FFB and minimize of human error. This condition was raised as Non Conformity (NCR No. 2013-02 dari 07).

Compliance status: Non Compliance

NCR No. 2013-02 of 07
The mechanism/work flow which has been designed and agreed upon is still not reliable because there are non-certified FFB (came from grave area and village estate) which was claimed/categorized as certified FFB during the sales period of October 2013.

Element 3.3: The group manager shall ensure that all invoices for sales of RSPO certified FFB originating from the group are issued with the required information as per the adopted supply chain model requirements within Annex 6 of the RSPO Supply Chain Certification Systems document – November 2009.

Findings:
The organization using FFB delivery slip to buyer on behalf Independent Smallholder Group (Gapoktan) Tanjung Sehati in Mekar Jaya village where there are information of delivery date/day, quantity/volume (tonnase), transport (car number plate and name of driver), sign of estate and sign of receipt but there are not information of name of product, supply chain model was implemented and destination of shipping. This condition not compliance with RSPO SCCS requirement so it was raised as Non Conformity (NCR No. 2013-03 dari 07). Furthermore, delivery FFB to PT Sari Adtya Loka-1 mill has prepared form specially from company i.e FFB delivery letter. In the letter, there are information of destination of shipping, delivery date, transportation (car number plate and name of driver), origin estate, division/block, year plant, quantity (amount of bunches), volume of FFB (tonnase) in estate and note (there are information of smallholder FFB – MB).

Group manager has delegated his authority to sales manager related ensure of all invoices for sales of RSPO certified FFB originating from member group are issued with the required information of the RSPO
supply chain certification system.

**Compliance status : Non Compliance**

**NCR No. 2013-03 of 07**

On simulation/trial period, FFB delivery slip or FFB delivery letters issued by Independent Smallholder Group (Gapoktan) Tanjung Sehati does not include information on product name, supply chain model and destination of shipping.

**Element 3.4: The physical transporting of RSPO certified FFB originating from the plantations of group members shall be done either directly by the group (i.e. through own transportation), or via sub-contracted intermediaries. For intermediaries the requirements as outlined in 3.7 shall also apply**

**Findings :**

The organization has owned truck with amount 1 (one) unit (BH 8210 FU ) i.e car number plate: BH 8210 FU with capacity are ± 10-12 ton/trip. When the truck broken or in trouble Gapoktan will rent another truck i.e. : BH 8185 FL, BH 8179 FU, BH 8049 FI, BH 8208 FO and BH 8315 FL, the Gapoktan staff will supervise FBB loading process during that time.

Truck used in transporting FFB to mill on period October 2013 is truck from GAPOKTAN owned vechile, with vehicle number: BH 8210 FU, BH 8315 FL and BH 8049 FI. It’s mean the company not using Subcontractor vechicle.

**Compliance status: Full Compliance**

**Element 3.5: All sales of FFB originating from the plantations of group members shall be documented.**

**Findings :**

Organization records FFB weighing result for each farmer on weighbridge slip note. There is FFB sold payment records as seen marketing unit from farmer to GAPOKTAN. Information stated on the payment slip are, total FFB date of loading, nominal of receive (Rp), name of farmer and sign of farmer. While payment records for buyer also keep by marenktng unit including copy of invoiced issed and FFB grading result.

There as two type of FFB delivery notes i.e: FFB delivery letter (to PT Sari Aditya Loka-1 mill) and FFB delivery note to PT Agrindo Indah Persada mill. Both documents contain information about vechicle number and model, FFB description including quantity, farmer’s name, farmer address and source of FFB locationhowever there are not information of address/destination of delivery and product sold. This condition was raised as Non conformity (**NCR No. 2013-04 of 07**).

Organization has kept a copy of all document and records of transactions period one year (year 2013). To ensure that the organization will maintain transaction products for 5 years the organization has issued decree of Head of Independent Smallholder Group (Gapoktan) No. 07/SK-GT-TS/VIII/2013 dated of October 20, 2013 about retention time of documents and records related RSPO certification for 5 year where one of documents and records of product transactions.

Due to the organization using its own vechicle and/or using a rent vechicle for delivery of FFB from estate to the mill, that is mean there is no activity being conducted by intermediary or sub-contractor in Gapoktan Tanjung Sehati.

**Compliance status : Non Compliance**

**NCR No. 2013-04 of 07**

There is no information on the address/destination of delivery on FFB delivery letter or FFB delivery note for period of October 2013 which issued by independent smallholder group (Gapoktan) Tanjung Sehati.
**Element 3.6: The Group Manager shall maintain copies of all relevant documentation and records of group product transactions for a period of 5 years**

The group manager has established a format to record all FFB transactions both FFB that will be claimed as certified and non-certified. The records control procedure states that all records will be maintained for at least 5 years period.

**Compliance status: Full Compliance**

**Element 3.7: If an intermediary exists in the supply chain from the group to the mill that wants to be included within the group certification control rather than obtain their own supply chain certification, the intermediary shall be identified by the Group Manager. The Group Manager shall have a contract with the intermediary to fulfill the RSPO Standard for Group Certification and agree to be assessed on an annual basis by the Group Manager as well as in certification assessments**.

There is no intermediary used for GAPOKTA’s FFB, because the group manager has direct contract with PT Sari Aditya Loka Palm Oil Mill. This element not applicable for Gapoktan

**Compliance status: Not applicable**

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**B. Findings against RSPO Independent Smallholder :**

**Criterion 1.1: Plantation and mills provide adequate information to other stakeholders on environmental, social and legal issues relevant to RSPO criteria, in appropriate language & forms to allow effective participation on decision making.**

**Findings:**

As part of company’s effort to provide adequate information to relevant stakeholders, the organization Gabungan Kelompok Tani, or Gapoktan has a log book to record any kind of communication with stakeholders such as outgoing letters, minutes of the annual members meeting, and board meetings. Information requested from stakeholders was not obtained. Gapoktan sets documents retention for requests for information and the responses for 5 years, as stated in the Chairman of Gapoktan Decree No. 07/SK-GKT/TS/VIII/2013 on the Shelf Life of the Documents.

**Compliance status: Full Compliance**

**Criterion 1.2: Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.**

**Findings:**

Standard Operational Procedures document defines the information of farms and farmers profile that all Gapoktan members can make publicly available. The information consists of: land area, number of palm oil trees, plantation age, harvesting amount, the type and amount of fertilizer used, the type of pesticide used, source of the planted seed, the soil origin, copy of the land certificate. There are membership book of 6 Farmers Groups for which data have been renewed in October 2013.

Gapoktan Tanjung Sehati has an organizational structure and they have been legalized as an organization with the Notarial Deed of Gapoktan Establishment.

There is a checklist document on environmental and social impact made by 17 members of the farmers group in accordance with the CHECK LIST ENVIRONMENTAL (HCV) AND SOCIAL IMPACT IDENTIFICATION as required by the RSPO (Annex 1 of the National Interpretation RSPO Principles &Criteria for Sustainable Palm Oil Production, Independent Smallholders Republic of Indonesia. July 2016).

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QMF: RSPO-007a-11(Rev.0)
Compliance status: Full Compliance

**Criterion 2.1: There is compliance with all applicable ratified local, national and international laws and regulations.**

Findings:

Gapoktan has a list of applicable regulations to palm oil plantation activities on the Gapoktan, labor, plantation (Government Regulation No. 7/1999, Ministry of Agriculture Regulation No. 1/2007, Ministry of Agriculture Regulation No. 14/2009), but the detail (article/verse) regarding which aspects that must be and have been adhered, was not obtained. For instance, on the fulfillment of the Law No. 13/2003 Article 88, 89, and 90 on the Wages of Workers and the Merangin Government decision on the Provincial/Regional Minimum Wages (UMP/UMR) in 2013.

Chairman of the Gapoktan established procedures in updating the regulations to be done in quarterly, in Gapoktan meetings. Latest regulatory information is usually obtained from State’s Field counseling Staff (PPL-Petugas Penyuluh Lapangan) and an NGO, i.e. Setara.

Payment of wages is in conformity with the provisions of the minimum wages in 2013. Based on interviews with the workers in Sido Mulyo Farmers Group and checking of payment receipts of the road maintenance workers, daily labor was paid Rp70,000 per day. The value is higher than the Minimum Wages of Merangin Regency that amounted Rp52,000 per day.

There is evidence of an application letter for Registered Business Certificate of Horticultural Crop Cultivation Venture No. 13/GKT-TS/MJ/X/2013, addressed to the Head of Plantation Department of Merangin Regency, dated October 28, 2013. The evidence as efforts to comply with the Ministry of Agriculture regulation No.26 year 2007 article 3. Gapoktan has been legalized with a Notarial Deed of Establishment No. 80 dated of May 8, 2013 made by Aswanto, SH, MKn.

Environmental Management Statement (SPPL (Surat Pernyataan Pengelolaan Lingkungan)) document based on the Ministry of Environment Regulation No. 13/2010 was not obtained. Yet there is evidence of an application letter to conduct environmental impact monitoring in the members’ plantation area owned by Gapoktan Tanjung Sehati, addressed to the Head of the Environment Agency (BLHD) of Merangin Regency, dated November 1, 2013.

Compliance status: Non Compliance

**NCR No. 2013-05 of 07**

The organization has not obtained an Environmental Management Statement (SPPL (Surat Pernyataan Pengelolaan Lingkungan)) document based on the Ministry of Environment Regulation No. 13/2010

**Criterion 2.2: The right to use land can be demonstrated, and is not legitimately contested by local communities with demonstrable rights.**

Findings:

The land that is cultivated by the farmers who are members of Gapoktan was derived from the land allocated by the government for the transmigration program (general transmigration, independent transmigration) and the other land (leftover land) opened/worked by homesteader, or from the purchase of land from other village residents. Smallholder are able to show legal ownership of the land in the form of certificate of ownership (‘Sertifikat Hak Milik’) and land information letter (‘Surat Keterangan Tanah’) which issued by the head of village. Smallholder has certificate of ownership amount of 51 person and the other (163 person) are the form of a land information letter from head of village.

Based on the interviews with farmers related to the purchase of land from local residents is a transaction in 2003 with residents of Tabir Sub-district. An area of 9 hectares was offered at Rp32 million, but when measured, the area was 5 hectares. Although there was an error in the statement of extent from the seller, there was no dispute arises. The transaction had been completed and the price paid is graded according to the market price at that time. There haven’t been disputes regarding to the right to own or to
cultivate of the land.

Map of the distribution of independent palm oil estates of Gapoktan Tanjung Sehati based on participatory mapping in July-August 2009 has been obtained. Update on the estates distribution map was done through participatory mapping in October 2012, GPS terrestrial survey in May 2013. Land borders are marked in the form of trenches, walkways, and stacks of palm oil fronds where it have been agreed between the two neighboring/adjacent sides.

**Compliance status : Full Compliance**

**Criterion 2.3: Use of land for oil palm does not diminish the legal rights, or customary rights, of other users, without their free, prior and informed consent.**

**Findings:**

There are no traditional rights or other rights in this area, in addition to the rights of farmers who were participants of a government resettlement program in 1986. Farmers manage the land belonging to the Gapoktan land allocated by the government for public transmigration program, self initiative transmigration program in 1986. In addition to the open land also acquired land or land residual leftover located next to the land that is rightfully farmers themselves, it is not shared by the government as a swamp or tidal land that can not be processed at this time. There is also land acquired by purchasing from other villages.

**Compliance status : Full Compliance**

**Criterion 3.1: There is an implemented management plan that aims to achieve long-term economic and financial viability.**

**Findings:**

Organization has operational work plan for year 2013 such as yearly member meeting ('Rapat Anggota Tahunan'), board meeting, management of subsidized fertilizer, FFB sales, credit/loan, maintenance of road, conducting more training such as Good Agriculture Practice (GAP), Occupation, Health and Safety (OHS), Integrated Pest Management (IPM) techniques, fertilization, High Conservation Value (HCV) and fire response.

Organization did not have a replanting program because the palms were still young, the oldest being just 16 years. They plan to start for replanting in year 2022 for year 1997 plantation area in Sido Mulyo, Sido Maju and Sumber Hasil.

**Compliance status : Full Compliance**

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

**Findings:**

Organization has manual or guide of harvesting, maintenance/manuring (mature and immature), fertilization, land clearing, nursery, pest management, and land appropriate assessment which issued by Indonesian Oil Palm Research Institute (Pusat Penelitian Kelapa Sawit). There are evidence of implemented procedures, for example record the use of fertilizers year 2012 and 2013 per farmer, record the use of pesticide year 2012 and 2013 per farmer, record of harvest year 2012 and 2013 per farmer, record of the results of observation pest and disease, record of FFB delivery to buyer, etc.

**Compliance status: Full Compliance**
**Criterion 4.2: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.**

**Findings:**
Smallholder organization has keeps the fertilizer application record year 2012 and 2013. Types of fertilizers used are Urea, KCl (MoP), SP, Kapur, Borat, organic fertilizer and other fertilizers (ponska, NPK and urine). Volume of fertilizer used by each farmer group year 2013 (until October 2013) are such as:

- **Sido Makmur** farmer group amount of 20,309 Kg and 1,850 liter consist of urea: 3,050 kg, KCl (MoP): 2,605 kg, SP: 600 kg, Kapur: 7,900 kg, Borat: 51 kg, organic fertilizer: 3 kg and other fertilizers: 6,100 kg and 1,850 liter.
- **Sido Mulyo** farmer group amount of 46,036 kg consist of urea: 7,700 kg, KCl (MoP): 5,825 kg, SP: 1,100 kg, Kapur: 5,250 kg, Borat: 111 kg, organic fertilizer: 18,650 kg and other fertilizers: 9,400 kg.
- **Kemang Jaya** farmer group amount of 27,150 kg consist of urea: 4,900 kg, KCl (MoP): 5,480 kg, SP: 1,350 kg, Kapur: 8,300 kg, Borat: 20 kg, organic fertilizer: 0 kg and other fertilizers: 7,100 kg.

Smallholder organization kept year 2012 productivity record where FFB production & yield year 2012 each farmer group are Sido Mulyo: 979.29 tonnes (9.96 ton/ha), Sido Makmur: 776.68 tonnes (17.98 ton/ha), Mandiri Jaya: 935.95 tonnes (14.77 ton/ha), Sido Maju: 691.99 tonnes (10.09 ton/ha), Sumber Hasil: 395.85 tonnes (9.76 ton/ha) and Kemang Jaya: 310 tonnes (10.14 ton/ha). Further more, FFB production and yield in year 2013 (until October 2013) for each farmer group area are as follows –

- **Sido Mulyo** : 819.42 tonnes (8.33 ton/ha), Sido Makmur: 561.68 tonnes (13.00 ton/ha), Mandiri Jaya: 650.25 tonnes (10.26 ton/ha), Sido Maju: 600.25 tonnes (8.75 ton/ha), Sumber Hasil: 333.18 tonnes (8.22 ton/ha) and Kemang Jaya: 269.48 tonnes (8.81 ton/ha). Information of FFB production as well informed in Table 4 above.

**Compliance status:** Full Compliance

**Criterion 4.3: Practices minimise and control erosion and degradation of soils.**

**Findings:**
Based on map of topography and soil and field verification, topography in Independent Smallholder Group (Gapoktan) Tanjung Sehati area is mostly flat but there are conservation effort for plantings on sloping terrains such as in Mr Sagimin’s estate using terracing method. Since the plantation has been mature stage, the auditor can not seen the process of cover crop plantation, however it can be seen that remain cover crop still exist.

There is no peat soil all farmers area, as seen on the soil map information. There is small wetland area (lowland area) mineral soil, Gapoktan conduct soil and water conservation program by drainage system construction such as explained by the Gapoktan staff and observed on the field.

**Compliance status:** Full Compliance

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

**Findings:**
Organization has keeps record on pesticide and fertilizer application year 2012 and 2013. Information about record fertilizer application has described on indicator 4.2 above. Pesticides (herbicides) used are Supretox 276 SL (Paraquat dichloride 276 g/l), Gramoxone 276 SL (Paraquat dichloride 276 g/l), supremo, Roundup 486 SL (isopropylamina glyphosate 486 g/l) and Noxone 297 SL (Paraquat dichloride 297 g/l).

Organization has conducted awareness programs about maintain natural water resources (river and swamp) in form of signboard where the signboard are installed on the main road, estate and strategic location, terracing and setting palm fronds in parallel with water flow.
**Compliance status : Full Compliance**

**Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management (IPM) techniques.**

**Findings :**

Organization has conducted monitoring and control of pest and diseases on date of 2 Oct 2013 in Sido Makmur no.2’s estate and Kemang Jaya no.18’s estate, 5 Oct 2013 in Sumber Hasil no.1’s estate, 10 Oct 2013 in Sido Maju no.1’s estate, 13 Oct 2013 in Kemang Jaya no.1’s estate, 14 Oct 2013 in Sido Maju no.2’s estate, 16 Oct 2013 in Mandiri Jaya no.2’s estate, 28 Oct 2013 in Mr Mandiri Jaya no.1’s estate, 10 Nov 2013 in Sido Makmur no.1’s estate, and 13 Nov 2013 in Kemang Jaya no.8’s estate. Result of monitoring and control are summarized in report of monitoring and control pest and diseases year 2013.

Organization has conducted Integrated Pest Management (IPM) training on date of June 20, 2013 where attendance list, certificate and documentation available. Based on interview with one of farmer that he is understand symptoms of pest and diseases such as rat, oryctes rhinoceros, nettle caterpillar, disefensiency nutrient etc and ways to overcome them.

**Compliance status : Full Compliance**

**Criterion 4.6: Agrochemicals are used in a way that does not endanger health or the environment. There is no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines. Where agrochemicals are used that are categorised as World Health Organisation Type 1A or 1B, or are listed by the Stockholm or Rotterdam Conventions, growers are actively seeking to identify alternatives, and this is documented.**

**Findings :**

Organization has conducted how to use agrochemicals and OHS training (include agrochemical storage, how to spraying which safe and efectif, emergency actions and handling of waste agrochemical container) on date of June 30, 2013 where attendance list and documentation available.

Agrochemicals for pesticide (herbicide) used are supretox 276 SL (Paraquat dichloride 276 g/l), gramoxone 276 SL (Paraquat dichloride 276 g/l), supremo, roundup 486 SL (isopropylammina glyphosate 486 g/l) and noxone 297 SL (Paraquat dichloride 297 g/l) and these pesticides have been registered and approved by The Ministry of Agriculture. Number of register for roundup 486 SL (isopropylammina glyphosate 486 g/l) is RI.01030120001 560, gramoxone 276 SL (Paraquat dichloride 276 g/l) is RI.01030113 436, noxone 297 SL (Paraquat dichloride 297 g/l) is RI.1907/1-2008/T, and supretox 276 SL (Paraquat dichloride 276 g/l) is RI.2087/9-2008/T.

Implementation of spraying in field was appropriate best practice such as the use of agrochemical according to species, dosage, application method and time as seen as 4 smallholder’s scheme area; and the use of PPE (masker, helmet, boots, long shirts and gloves). Based on record and interview with farmer that there are no cases of pesticides poisoning of applicator.

Pesticides storage placed in location not easily reached by childrens and separated from other materials. Futhermore, waste pesticides container disposed in a hole that has been provided or collected at the secretariat independent smallholder group (Gapoktan) as illustrated in flowchart of disposal of waste pesticide storage. If has full so the hole will be backfilled soil.

**Compliance status : Full Compliance**

**Criterion 4.7: An occupational health and safety plan is documented, effectively communicated and implemented.**

**Findings :**
Organization has a policy on health and working safety which stated in signboard i.e prioritizing the health and safety and mandatory use of PPE where one of implementation in field are note the direction of the wind at the time of spraying, immediately cleaned up and working tools after work. OHS and emergency action training has conducted by organization on date of June 30, 2013 where attendance list and documentation available.

Organization has owns a document of risk analysis from working stages such as activity of spraying, fertilizing, harvesting, weeding, slashing midrib, loading of FFB to truck etc and preventive action it.

**Compliance status : Full Compliance**

**Criterion 4.8: All staff, workers, smallholders and contractors are appropriately trained.**

**Findings :**

Organization has a training program/plan year 2013 including topics such as nursery training, dynamic group training, cooperative training, HCV training, agrochemical and OHS training and Good Agriculture Practice training.

**Compliance status : Full Compliance**

**Criterion 5.1: Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continuous improvement.**

**Findings :**

Organization did not have a document of environmental impact identification and record of environmental impact management so there are not program on practice adjustment in estate too.

**Compliance status : Non Compliance**  
**NCR No. 2013-06 of 07**  
The organization did not have result of environmental impact identification and record of program implementation.

**Criterion 5.2: The status of rare, threatened or endangered species (ERTs) and high conservation value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and their conservation taken into account in management plans and operations.**

**Findings :**

Based on interview with farmers and verification to field that they are able to list protected flora and fauna in their local areas such as banyan tree (*Ficus benjamina*), tiger (*Panthera tigris sumatrae*), python (*Python reticulatus*), cobra (*Naja sumatrana*), bulian tree (*Eusideroxylon zwageri*), murai batu bird (*Pycnonotus sp*) but they are not exist within farmer estate so there is a dedicated person be appointed to train smallholders on conservation. Furthermore, farmers could explain the procedure/mechanism to handle conflict with protected species.

**Compliance status : Full Compliance**

**Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner**
Findings:
Based on interview with farmers and verification to field that farmers can explain measures to dispose hazardous agrochemicals and their container in accordance to instruction labels as stated by the manufacturer i.e waste agrochemical container destroyed and then buried at least half metric into ground at a place away from water sources and settlements. Because the organization has been providing the hole for disposal waste agrochemical containers so the farmers throw it in the hole. Result of visit to field that there are waste agrochemical container in their hole. During audit, there are not complaints from local communities related to disposal of agrochemical and their container.

Compliance status: Full Compliance

Criterion 5.4: Efficiency of energy use and use of renewable energy is maximized.

Findings:
This criterion is not applicable to independent smallholders.

Compliance status: Not Applicable

Criterion 5.5: Use of fire for waste disposal and for preparing land for replanting is avoided except in specific situations, as identified in the ASEAN guidelines or other regional best practice.

Findings:
During audit, organization was not used fire for elimination of pest and diseases but farmers understand emergency responses procedure/mechanism against land fires. Addition to the procedures that the organization has emergency response team of land fires. Simulation/training of emergency response of land fires has conducted on date of June 5, 2013 where there are evidence such as attendance list and documentation/photos of use of fire extinguishers.

Organization has owns simple fire control equipment such as helmet, masker, wearpack, fire extinguisher in form of dry chemical powder, buckets, saws, rakes, etc.

Compliance status: Full Compliance

Criterion 5.6: Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.

Findings:
This criterion is not applicable to independent smallholders.

Compliance status: Not Applicable

Criterion 6.1: Aspects of plantation and mill management that have social impacts are identified in a participatory way and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continuous improvement.

Findings:
There is evidence that the farmers group has a checklist on environmental and social impact identification of the palm oil plantation. Examination on the checklist was carried out to 4 members of Sido Mulyo and Kemang Jaya Groups. The positive impacts identified are: create employment (harvester workers, maintenance workers), rising the levels of public education (many of the children go to college), increasing the level of the economy, contributing to rural development (religious facilities, roads, culverts, etc.). While the negative impacts are: the potential for air pollution and noise from trucks/palm oil
transporting vehicle (trucks that pass through the road axis into the village are about 3-4 trucks per day), the potential impacts of water pollution.

Based on interviews with farmers’ group members, not all members of Gapoktan can explain clearly the impact from the plantation activities.

**Compliance status: Compliance with observations**

**Criterion 6.2: There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.**

**Findings:**
Gapoktan has an outgoing letter log book, the minutes of the annual members meeting and board meetings. In Kemang Jaya Farmers Group, minutes of meetings and the activity records of outpatient have been obtained. The meeting dated March 13, 2013 was the end of year meeting, which among others was discussing road improvement/maintenance in Kemang, and determining the board of farmers group.

Gapoktan minutes of meeting and the group meeting recapitulation and results of the meeting were also obtained. Meetings have been conducted in December 11, 2012, January 19, 2013, March 27 and 29, 2013, May 1, 20 and 28, 2013. The meeting on May 28, 2013 was discussing the Gapoktan flagship programs.

Moreover, Gapoktan also has a guest book which records the visit of stakeholders and the arrival purposes of the guests. Designated responsible party for consultation and communications are each farmer’s group leader. From the head of the farmers group, it was then discussed with Gapoktan.

**Compliance status: Full Compliance**

**Criterion 6.3: There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all parties.**

**Findings:**
The mechanism of communications, consultation and complaints made by Gapoktan is through the following process: from stakeholder/farmers group member sign the guest book and records their need, the record is then submitted to the Chairman of Gapoktan. Direct answer, if any, will be given directly by the Chairman of Gapoktan. If there is no direct answer, the stakeholder/farmers group member will have to wait for the Chairman to discuss with other administrators, before gaining the answer. The communications and complaints procedure was posted in the bulletin board in Gapoktan office. Gapoktan also provided complaint form, which contains the identity of the complainant (name, age, farmers’ group origin) and his complaints.

Interviews with members of Sido Mulyo and Sido Makmur Farmers Group stated that they allowed to rise complaints or aspirations through their farmers’ groups’ leader. There was no record of complaints/objections and problem solving, as indeed in the last three years there has been no complaint arises.

**Compliance status: Full Compliance**

**Criterion 6.4: Any negotiations concerning compensation for loss of legal or customary rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.**

**Findings:**
There are membership book of 6 farmers groups incorporated in Gapoktan Tanjung Sehati, based on the update in October 2013. The document includes a land certificate (SKT) and map of the area. Based on
the interviews with the Heads of Bunga Tanjung Village and Tabir Selatan Sub-district, obtained information that the land owned by farmers was an abandoned land (transmigration land leftover, which previously uncultivated), which were obtained through self-opening or sales-and-purchase transaction. There has been no case of land claims or conflicts related to land ownership.

Examination on the obtained data of land ownership, land that still has the status of SKT totaling 163 land, and farmers who already have certificates numbered 21 people.

There has been no record on compensation settlement of the takeover of land rights legally and customs. Gapoktan itself already has a system of identification and calculation of compensation for the takeover of legal/customary land rights made in September, but there is no evidence that the procedures have been disseminated and agreed with relevant stakeholders (representatives of the public and other institutions).

Compliance status: Non Compliance
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Gapoktan already has a system of identification and calculation of compensation for the expropriation of the rights of legal / customary rights land made in September but there is no evidence that such procedures were informed to and agreed with relevant stakeholders (representatives of the public and other institutions).

Criterion 6.5: Pay and conditions for employees and for employees of contractors always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.

Findings:
Checking to the workers who were working in the plantation owned by Gapoktan members, obtained information that the payment for harvest workers varies between Rp100,000 to Rp120,000 per ton. The wage difference depends on the distance yard. The farther away, the higher the wages. As for the job of cleaning the grass and spray ranges between Rp60,000 to Rp70,000, and pruning works is paid Rp80,000. The wages paid have exceeded the terms of Merangin Regency Minimum Wages of Rp1.3 million per month (or about Rp52,000 per day). Besides wages, the workers were also provided with snacks and cigarettes. Since the farmer has no permanent worker, there is no necessity to make working contract between farmers who owned the land and their workers.

Compliance status: Full Compliance

Criterion 6.6: The employer respects the right of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.

Findings:
This criterion is not applicable to independent smallholders.

Compliance status: Not Applicable

Criterion 6.7: 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.

Findings:
In the Standard Operational Procedures document made by Gapoktan, Article III and VIII have declared prohibition on employing children. Based of recognition of farmers group/farmers with labour, as well as interviews with workers, there are no workers can be categorized as children.

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

**Findings:**
In the Standard Operational Procedures document made by Gapoktan, Article VIII has stated that all of the farmers’ group members with labor are required to respect the rights of the employees without discrimination.

There were no cases and complaints of discrimination from the workers. Most workers were relatives of the land owner. Workers are paid according to market value of the prevailing wage. There were no workers paid below market wages.

**Compliance status: Full Compliance**

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**Criterion 6.9: A policy to prevent sexual harassment and all other forms of violence against women and to protect their reproductive rights is developed and applied.**

**Findings:**
In the Standard Operational Procedures document made by Gapoktan, Article VIII stated that land owners with female workers are prohibited from physical or sexual violence, and to respect the reproductive rights of women.

Observed on field, there are women who also work to help their husband carry out the harvest. From farmers’ information, women usually just help their husband while maintaining the plants or when harvesting, but this is not routinely done by them.

**Compliance status: Full Compliance**

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

**Findings:**
In the Standard Operational Procedures, Article III Verse 10, 11 and 12 explained Gapoktan’s policy of doing business in a fair and transparent manner. Flowchart of FFB sales through Gapoktan Tanjung Sehati has been made in October 2013. Purchase of FFB from Gapoktan members apply the provisions of the harvested fruit is the fruit that is ripe and have fallen from the tree. Then, the harvest gathered in the Harvest Place (Tempat Pemungutan Hasil, or TPH) to be weighed. FFB then taken to the mill of PT Sari Aditya Loka or PT Agro Indah Persada. Payment made after the mill pays to Gapoktan. Gapoktan will announce it to the farmers through SMS. The purchase price of each mill will be listed in Gapoktan office. Gapoktan publishes the information on FFB price in Gapoktan office. Information obtained that FFB price in September 18, 2013 from PT SAL was Rp1,590, and from PT AIP was Rp1,530.

Gapoktan itself is not involved in determining the price of FFB. The price received by farmers is the price determined by the company that received farmers FFB, namely PT Sari Aditya Loka and PT Agro Indah Persada.

Gapoktan is in cooperation with PUSKUD (Pusat Koperasi Unit Desa) for the procurement of fertilizer for Gapoktan members, i.e. through the submission of application for obtaining fertilizer with low prices submitted by Gapoktan to PUSKUD. Fertilizer redemption application document submitted by Gapoktan in September 10, 2013 at 29,650 kilograms was obtained.

Sales of FFB to PT SAL (Sari Aditya Loka) did not use contract documents, just a Note of Acceptance of the palm fruit. Note of Acceptance dated September 21, 2013 on the delivery of FFB at 9,410 kilograms was obtained. Confirmation to PT SAL stated that the Note of Acceptance was evidence of contract between PT SAL and the FFB supplier, including in this case Gapoktan Tanjung Sehati. While the sales of FFB to PT AIP (Agroindo Indah Perkasa) used a Delivery Order document owned by Mustapa (intermediate trader). The result of weighed document dated October 31, 2013 of 7,998 kilograms was...
There are no written rules regarding FFB payment. Gapoktan (FFB Marketing Unit) will convey through SMS when the funds of the payment is available. Based on interview with farmers, payment usually made 3 days after the harvest being transported. Evidences of SMS received by farmers Solikin and Muftakirun on the funds for the FFB payment dated August 4 and 15, 2013 were obtained. Evidence of Gapoktan member’s payment receipt for harvest dated June 31, 2013 at Rp1,078,300 was also obtained. After being subjected to Gapoktan administrative fee, the money received by farmer was Rp910,200.

**Compliance status: Full Compliance**

**Criterion 6.11: Growers and millers contribute to local sustainable development wherever appropriate.**

**Findings:**

Gapoktan pays a contribution fee to the village at Rp5 per kilogram of harvest, an average of Rp1 million per month paid to the village through the Treasurer of Mekar Jaya Village. Gapoktan also make donation to parties who filed a request of donations trough proposal. The donations are among others for the development of Madrasah Al-Istiqomah at Rp300,000 construction of culverts in Jl. Kemang at Rp600,000 and assistance for Karang Taruna youth activities at Rp400,000.

Road of palm oil production, besides being used by palm oil farmers incorporated in Gapoktan, is also used by others. Total funds spent on the road maintenance in 2013 with plasma farmers is Rp36,398,000.

**Compliance status: Fully Compliance**

**Principle 7: Responsible development of new plantings**

**Findings:**

This principle is not applicable because there is no new planting or activities outside of the existing area. The oldest planting activity was done in 1997. There are planted trees after year 2005 however it were not conducted at new development area, that is conversion from rubber trees.

**Not Applicable.**

**Criterion 8.1: Growers and millers regularly monitor and review their activities and develop and implement action plans that allow demonstrable continuous improvement in key operations.**

**Findings:**

There are regularly monitoring activities through internal audit program. The results from internal showing performance levels to the relevant RSPO Standard for Sustainable Palm Oil Production, Including dates, these were Carried out, any plans for improvement and implemented a corrective action requests (CARs) raised and closed out for each group member . From the results of the audit improvement plan Gapoktan establish time line RSPO audit findings of the Regional Facilitator (Disbun province of Jambi) such report in January 2013. Improvement and corrective action, which began in February to October 2013 as determined on the working plan.

The working plan contains the following activities: road improvements, construction of madrasah, durian seed distribution, palm oil seed distribution, mutual assistance for the construction of religious place of worship, social public events. Activities that have been implemented until October 2013 are the improvement of roads, the construction of “madrasah” (basic school for muslim kids), and durian seed distribution.

**Compliance status: Full Compliance**
3.2 Identified Non-conformances, Corrective Actions Taken and Auditors Conclusions

A total of 7 nonconformances were identified during the main certification assessment. These consisted of 5 major non-conformities and 2 minor non-conformities. For the major non-conformances, the company has taken the necessary corrective action to close these non-conformances within 60 days of completion of the assessment, and this was verified by the audit team through checks of documents submitted by the company. For the minor non-conformances, the company has taken corrective action against these as well, and for those which could not be verified as closed through document checks, the closure of these minor non-conformities will be assessed during the next surveillance audit. A summary of all identified non-conformances, corrective actions taken and auditor conclusions is as below:

Element 2.2. Major indicator 2 of RSPO Group Certification:
The Group Manager shall implement a regular and ongoing internal assessment programme for all current group members:

NCR No. 2013 - 01 of 07 (Major non-conformity) :
There is no evidence that the Group Manager has conducted regular internal assessment as required under the RSPO standard for group certification.

Correction :
To implement internal assessment in accordance with the schedule that had been developed under the provisions of the RSPO standard for group certification.

Corrective Action:
Ensure by bring the internal assessment in to their scheduled meeting that the internal implementation scheduled assessment is routinely conducted by the Group Manager with Gapoktan, in accordance with applicable SOPs.

Auditor Conclusions : Closed
Document accepted as evidence of implementation of internal assessment is an internal assessment report which was held on 20-22 December 2013 against 12 members of Gapoktan. Sample size is based on $0.8\sqrt{y}$, where ‘y’ is 215, i.e. the total number of members of Gapoktan.

Element 3.2 (Major) of RSPO Group Certification :
There shall be a collective group procedure for the sale of all certified FFB originating from the plantations of group members that is agreed by the group members and the Group Manager and is designed to ensure that non-certified FFB are not sold as RSPO certified FFB. This shall be contained in any group marketing system that is developed for the group, and shall follow one of the supply chain models as per the RSPO Supply Chain Certification Systems, i.e. Identity Preserved, Segregation or Mass Balance.

NCR No. 2013 - 02 of 07 (Major non-conformity) :
The mechanism/work flow which has been designed and agreed upon is still not reliable because there are non-certified FFB (came from grave area and village estate) which was claimed/categorized as certified FFB during the sales period of October 2013.

Correction :
• Revision of FFB sales procedure/mechanism via FFB sales unit – Independent Smallholders Group (Gapoktan) Tanjung Sehati
• Revision of sales report year 2013 (until October 2013) Independent Smallholders Group (Gapoktan) Tanjung Sehati related volume of FFB certified and non-certified

Corrective Action :
To supervise the FFB sales recording every 6 months by the group manager related FFB certified or non certified.
### Auditor Conclusions: Closed

Organization has submitted procedure/mechanism that has been revised (December 2013). The procedure/mechanism has described that farmers are to provide details of their harvesting location and FFB collection location (Tempat Pengumpulan Hasil) and inform on the report whether their estate is included in certification program or not to sales team. The mechanism explained that only FFB from registered farmers with registered land will be accepted. The farmers that comes to the collection location have to use a registered vehicle and farmer identification code.

In sales report year 2013 (until October 2013) that volume of FFB certified has corrected be amount of 83.83 tonnes and FFB non-certified be amount of 148.07 tonnes in October 2013. Furthermore, total of FFB certified and FFB non-certified year 2013 (until October 2013) are 862.82 tonnes and 1,474.21 tonnes.

### Element 3.3 (Major) of RSPO Group Certification:

The group manager shall ensure that all invoices for sales of RSPO certified FFB originating from the group are issued with the required information as per the adopted supply chain model requirements within Annex 6 of the RSPO Supply Chain Certification Systems document – November 2009.

#### NCR No. 2013-03 of 07 (Major non-conformity):

On simulation/trial period, FFB delivery slip or FFB delivery letters issued by Independent Smallholder Group (Gapoktan) Tanjung Sehati does not include information on product name, supply chain model and destination of shipping.

#### Correction:

- Revision of FFB sales procedure/mechanism via FFB sales unit – Independent Smallholders Group (Gapoktan) Tanjung Sehati related mechanism/instruction of writing FFB delivery slip/note and information should be there according to the requirement.
- Submit sample of FFB delivery slip/note that had been given information of product name, model of supply chain and destination for FFB delivery to PT Agroindo Indah Persada (PT AIP).

#### Corrective Action:

- Sales officer must ensure all information has been available in the slip
- To supervise the recording every 6 months to ensure traceability product.

#### Auditor Conclusions: Closed

Verification result:

The organization has submitted procedure/mechanism that has been revised (December 2013). The procedure/mechanism has described that in the FFB delivery slip/note should be information product name, model of supply chain, destination, issued/delivery date, volume/tonnage of FFB, car number plate of truck, driver name, sign of shipper and product sold (RSPO certified or not).

The organization has submitted a sample of FFB delivery slip/note which includes information of product name, model of supply chain and destination.

### Element 3.5 (Major indicator 4) of RSPO Group Certification:

Description of the product sold (i.e. RSPO certified or not), product volume and destination

#### NCR No. 2013-04 of 07 (Major non-conformity):

There is no information on the address/destination and product sold of delivery on FFB delivery letter or FFB delivery note for period of October 2013 which issued by independent smallholder group (Gapoktan) Tanjung Sehati.

#### Correction:

- Revision of FFB sales procedure/mechanism via FFB sales unit – Independent Smallholders Group (Gapoktan) Tanjung Sehati related mechanism/instruction of writing FFB delivery slip/note and information should be there according to the requirement.
Submit sample of FFB delivery slip/note that had been given information of destination and product sold for FFB delivery to PT Agroindo Indah Persada (PT AIP) and PT Sari Aditya Loka-1 (PT SAL-1).

Corrective Action:
- Shipper officer must ensure all information has been in the slip
- To supervise the recording every 6 months to ensure traceability product.

Auditor Conclusions: Closed

Verification result:
Organization has submitted procedure/mechanism that has been revised (December 2013). The procedure/mechanism has described that in the FFB delivery slip/note should be information product name, model of supply chain, destination, issued/delivery date, volume/tonnase of FFB, car number plate of truck, driver name, sign of shipper and status of product sold (RSPO certified or not).

Organization has submitted sample of FFB delivery slip/note which includes information of destination. There is not RSPO certified information because FFB delivery on date of December 6, 2013 not sold under claim of certified.

Criteria 2.1 (Major indicator 1): Evidence of compliance with essential regulations relevant and related to oil palm cultivation.

NCR No. 2013-05 of 07 (Major non-conformity):
The organization has not obtained an Environmental Management Statement (SPPL (Surat Pernyataan Pengelolaan Lingkungan)) document based on the Ministry of Environment Regulation No. 13/2010

Correction:
SPPL already done by Balai Lingkungan Hidup Daerah (BLHD) Merangin District for 6 group of Gapoktan member on November 28th, 2013.

Corrective Action:
SPPL will be monitored by involving BLHD Merangin District periodically, as provided in regulations

Auditor Conclusions: Closed

Verification result:
There is a statement of environmental management each farmer group (‘kelompok tani’) as a mechanism for monitoring and management of environmental impact signed by the head of farmer group, the head of independent smallholder group (gapoktan) and the head of environmental agency (Badan Lingkungan Hidup Daerah) - Merangin District on November 28, 2013.

Criteria 5.1 (Minor indicator 1): Records of implementation and report on management of environmental impacts, kept at smallholders organisation.

NCR No. 2013-06 of 07 (Minor non-conformity):
The organization did not have result of environmental impact identification and record of program implementation.

Correction:
- To identify the environmental impacts
- Implementation on management of environmental impact

Corrective Action:
- Monitoring of environmental impact by district environmental agency and group manager periodically.
• Evaluating activities of the management of environmental impact that have been carried out

Auditor Conclusions: Evidence of immediate action taken was accepted. Effectiveness of implementation to verified at next audit.

**Criterion 6.4 (Minor indicator 2): Smallholder organisation owns an identification system and calculation of compensation payment, on legal rights and customary rights transfer involving community representative and related institution.**

**NCR No. 2013-07 of 07 (Minor non-conformity):**
Gapoktan already has a system of identification and calculation of compensation for the expropriation of the rights of legal / customary rights land made in September but there is no evidence that such procedures were informed to and agreed with relevant stakeholders (representatives of the public and other institutions).

**Correction:**
Meetings have been conducted to disseminate the system identification and counting compensation for the expropriation of the rights of legal / customary land rights to stakeholders. Based on the documentation in mind that socialization is done against 60 members on November 28, 2013.

**Corrective Action:**
To be perfectly socialized system, will be re-socialization of the system extensively, in February 2014, which will coincide with the implementation of the 2014 RAT Gapoktan.

Auditor Conclusions: Evidence of immediate action taken was accepted. Effectiveness of implementation to verified at next audit.

### 3.3 Issues Raised by Stakeholders and Findings Pertaining to Issues

**A) Issues Raised during Stakeholder Consultation Meeting**

<table>
<thead>
<tr>
<th>No.</th>
<th>Issues Raised</th>
<th>Management Response</th>
<th>Audit Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Organization has use organic fertilizer</td>
<td>Organic fertilizer came from urine and faeces of cow</td>
<td>Organization has implementation of organic fertilizer came from urine and faeces of cows. Furthermore, organization has cattle breeding too.</td>
</tr>
<tr>
<td>2.</td>
<td>There was no land conflicts between farmer and community</td>
<td>True because there are distribution of land by the government at the time.</td>
<td>There was no evidence about land conflict in field although condition on the field just in form of trenches or piles midrib.</td>
</tr>
</tbody>
</table>

**B) Issues Raised during Stakeholder Interviews On-site**

No negative issues regarding to existing and activities of Gapoktan members
3.4 Acknowledgements of Internal Responsibility and Formal Sign-Off by Client

It is acknowledged that the assessment visit was carried out as described in this report and we accept the assessment findings and report content.

Signed on behalf of Gapoktan Tanjung Sehati

[Signature]
Jalal Sayuti
Head of Independent Smallholder Group
Date: March 23, 2014

Signed on behalf of TUV Rheinland Indonesia

[Signature]
Fadli
Lead Auditor
Date: March 23, 2014
APPENDICES

Appendix 1: Details of Certificate

Certificate

Standard
RSPO Principles & Criteria for Sustainable Palm Oil Production for Independent Smallholders; Indonesian National Interpretation, July 2010

Certificate Registrar No. 824 502 14001

Certificate Holder:
PT TUV Rheinland Indonesia certifies:
Independent Smallholders Organization (Gabungan Kelompok Tani (Gapoktan))

Tanjung Sehati
Desa Mekar Jaya, Kecamatan Tabir Selatan,
Kabupaten Merangin, Jambi Province, Indonesia

including the locations of supply base according to the annex

Scope:
Palm Oil Plantation Management System

An audit was performed, Report No. 82450214001.
Proof has been furnished that the requirements according to RSPO Principles & Criteria for Sustainable Palm Oil Production for Independent Smallholder; Indonesian National Interpretation, July 2010 are fulfilled.

The due date for all future audits is 16-04.

Validity:
The certificate is valid from 16-06-2014 until 15-06-2019.

Jakarta, 16-06-2014

PT TUV Rheinland Indonesia
President Director

www.tuv.com
**Annex to certificate**

**Standard**
RSPO Principles & Criteria for Sustainable Palm Oil Production for Independent Smallholders; Indonesian National Interpretation, July 2010

**Certificate Registr. No.**
824 502 14001

**Location:**
Independent Smallholder Organization (Gabungan Kelompok Tani (Gapoktan) Tanjung Sehati)
Desa Mekar Jaya, Kecamatan Tabir Selatan, Kabupaten Merangin, Jambi Province

The palm oil plantation locations of supply base covered in the certification scope are:

<table>
<thead>
<tr>
<th>Name of groups</th>
<th>Location</th>
<th>GPS locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sido Mulyo</td>
<td>Desa Mekar Jaya, Kecamatan Tabir Selatan, Kabupaten Merangin, Propinsi Jambi</td>
<td>1° 51' 00&quot; N - 1° 51' 40&quot; N - 1° 52' 10&quot; N - 1° 52' 36&quot; N - 1° 52' 36&quot; N - 1° 53' 00&quot; N - 1° 51' 30&quot; N - 1° 51' 40&quot; N - 1° 51' 10&quot; N - 1° 52' 36&quot; E - 1° 52' 30&quot; E - 1° 52' 18&quot; E - 1° 52' 30&quot; E</td>
</tr>
<tr>
<td>Sido Makmur</td>
<td>Desa Mekar Jaya, Kecamatan Tabir Selatan, Kabupaten Merangin, Propinsi Jambi</td>
<td>1° 51' 40&quot; N - 1° 51' 10&quot; N - 1° 52' 36&quot; E - 1° 52' 30&quot; E</td>
</tr>
<tr>
<td>Mandiri Jaya</td>
<td>Desa Mekar Jaya, Kecamatan Tabir Selatan, Kabupaten Merangin, Propinsi Jambi</td>
<td>1° 51' 23&quot; N - 1° 52' 36&quot; E - 1° 52' 30&quot; E</td>
</tr>
<tr>
<td>Sido Maju</td>
<td>Desa Mekar Jaya, Kecamatan Tabir Selatan, Kabupaten Merangin, Propinsi Jambi</td>
<td>1° 51' 30&quot; N - 1° 52' 30&quot; E - 1° 52' 20&quot; E</td>
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<tr>
<td>Sumber Hasil</td>
<td>Desa Mekar Jaya, Kecamatan Tabir Selatan, Kabupaten Merangin, Propinsi Jambi</td>
<td>1° 52' 00&quot; N - 1° 52' 40&quot; N - 1° 52' 36&quot; E - 1° 52' 30&quot; E</td>
</tr>
<tr>
<td>Kemang Jaya</td>
<td>Desa Mekar Jaya, Kecamatan Tabir Selatan, Kabupaten Merangin, Propinsi Jambi</td>
<td>1° 51' 46&quot; N - 1° 52' 30&quot; E</td>
</tr>
</tbody>
</table>

**Company Estates FFB Tonnages:**
4,090 tonnes

**FFB Tonnage claimed for certification:**
4,500 tonnes

*Based on year 2012 total production*
## Appendix 2: Certification Audit Plan

<table>
<thead>
<tr>
<th>Date / Time(1)</th>
<th>Organizational Unit and Processes</th>
<th>Auditor / Abbrev.</th>
<th>Interviewee</th>
<th>Principle &amp; Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuesday, November 19, 2013</strong></td>
<td></td>
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</tr>
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</table>
| 08.00-09.00 | Opening Meeting  
• Presentasi perihal Gapoktan Tanjung Sari | All Auditor  
| | Group Manager,  
Gapoktan & Poktan | | |
| 09.00-12.00 Gapoktan Main Office | Document checking of related principle and criteria:  
**Group Requirements**  
• Group elements  
• Compliance with standards  
• Group Manager  
**Group management documentation requirements**  
• Group management documentation structure and content  
• Internal assessment system  
**Transparency Issues**  
**Laws and regulations Issues**  
• Compliance laws and regulations  
**Best practices and environmental Issues**  
• Training  
• Fire  
**NPP Issues**  
• Fire | Fadli (FA)  
| | Group Manager | Gapoktan | Principle 1  
Criteria 1.1, 1.2, 1.3  
Principle 2  
Criteria 2.1, 2.2  
Principle 3  
Criteria 3.1, 3.7  
Principle 4  
Criteria 4.1, 4.2  
Principle 5  
Criteria 4.1, 4.7  
Principle 6  
Criteria 5.1, 5.5  
Principle 7  
Criteria 7.1 |
| 09.00-12.00 Kantor Gapoktan | Document checking of related principle and criteria:  
**Chain of Custody**  
**Economic and Laws and regulations Issues**  
• Compliance laws and regulations  
• Legal land  
• Management plan  
**Best Practice and OHS Issues**  
• Procedure or manual of GAP  
• Soil fertility | Hendra Fachrurozy (HF)  
| | Group Manager | Gapoktan | Principle 3  
Criteria 3.1, 3.7  
Principle 2  
Criteria 2.1, 2.2  
Principle 3  
Criteria 3.1  
Principle 4  
Criteria 4.1, 4.7  
Principle 5  |

(1) Date and time are subject to change.
<table>
<thead>
<tr>
<th>Date / Time</th>
<th>Organizational Unit and Processes</th>
<th>Auditor / Abbrev.</th>
<th>Interviewee</th>
<th>Principle &amp; Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>08.00-12.00</td>
<td>Gapoktan office</td>
<td>Document checking</td>
<td>Gapoktan</td>
<td>Principles and Criteria</td>
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<td></td>
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<td>related principle</td>
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<td>2.1, 2.3</td>
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<td>6.1 s/d 6.11</td>
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<td>Ls and regulations,</td>
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<td>Principle 7</td>
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<td>Sosial Issues</td>
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<td>Criteria 7.1, 7.5, 7.6,</td>
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<td>Principle 8</td>
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<td>Criteria 8.1</td>
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**Note:**
- **RSPO Certification Assessment Report**
- **Gapoktan Tanjung Sehati**
- **Mekar Jaya Village, Tabir Selatan Sub District, Merangin District, Jambi Province, Indonesia**
- **Page 38 of 44**
- **Date / Time (1)**
- **Organizational Unit and Processes**
- **Auditor / Abbrev.**
- **Interviewee**
- **Principle & Criteria**
- **Environment Issues**
- **NPP Issues**
- **Continuous improvement**
- **Estate in**
- **Related Manager**
- **Wednesday, November 20, 2013**
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<td><strong>Continuous improvement</strong></td>
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<td>Site visit of related principle</td>
<td>HF Group Manager</td>
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<td>and criteria:</td>
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<td>Criteria 3.1 s/d 3.7</td>
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<td><strong>Economic and Laws and regulations issues</strong></td>
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<td>Criteria 2.1, 2.2</td>
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<td>• Management plan</td>
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<td>Principle 4</td>
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<td><strong>Best Practice and OHS issues</strong></td>
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<td>Criteria 4.1 s/d 4.7</td>
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<td>• Procedure or manual of GAP</td>
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<td><strong>NPP Issues</strong></td>
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<td>• Soil surveys and topographic</td>
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</table>

(1) Time is 08.00 to 12.00.
### RSPO Certification Assessment Report

**Gapoktan Tanjung Sehati**  
Mekar Jaya Village, Tabir Selatan Sub District, Merangin District,  
Jambi Province, Indonesia

#### Page 40 of 44

<table>
<thead>
<tr>
<th>Date / Time (1)</th>
<th>Organizational Unit and Processes</th>
<th>Auditor / Abbrev.</th>
<th>Interviewee</th>
<th>Principle &amp; Criteria</th>
</tr>
</thead>
</table>
| 08.00-12.00     | Site visit of related principle and criteria:  
Laws and regulations,  
Sosial Issues  
- Compliance laws and regulations  
- Land does not diminish without FPIC  
- Social impact  
- Communication and consultation  
- Complaints and grievances  
- Compensation  
- Wage  
- Employee  
- Child labour  
- Discrimination of employees  
- Sexual harassment  
- Fairly and transparently  
- Contribution to the local development  
NPP Issues  
- Social impact analysis  
- FPIC  
- Compensation  
Continuous improvement | IK  
Poktan | Principle 2  
Criteria 2.1, 2.3  
Principle 6  
Criteria 6.1 s/d 6.11  
Principle 7  
Criteria 7.1, 7.5, 7.6,  
Principle 8  
Criteria 8.1 |
| 12.00-13.00     | Lunch Break | Poktan |
| 13.00-17.00     | Continuing previous agenda | Poktan |

**Thursday, November 21, 2013**

<table>
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<th>Date / Time (1)</th>
<th>Organizational Unit and Processes</th>
<th>Auditor / Abbrev.</th>
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<th>Principle &amp; Criteria</th>
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</thead>
</table>
| 08.00-12.00     | Site visit of related principle and criteria:  
Group Requirements  
- Group elements  
- Compliance with standards  
- Group Manager  
Group management documentation requirements  
- Group management documentation structure and content  
- Internal assessment system  
Transparency Issues  
Laws and regulations Issues  
- Compliance laws and regulations  
Best practices and | FA  
Group Manager | Principle 1  
Criteria 1.1, 1.2, 1.3  
Principle 2  
Criteria 2.1, 2.2  
Principle 1  
Criteria 1.1, 1.2  
Principle 2  
Criteria 2.1  
Principle 4  
Criteria 4.8  
Principle 5  
Criteria 5.5  
Principle 7  
Criteria 7.7  
Principle 8  
Criteria 8.1 |
<table>
<thead>
<tr>
<th>Date / Time</th>
<th>Organizational Unit and Processes</th>
<th>Auditor / Abbrev.</th>
<th>Interviewee</th>
<th>Principle &amp; Criteria</th>
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<tbody>
<tr>
<td>08.00-12.00</td>
<td>Site visit of related principle and criteria : <strong>Chain of Custody</strong></td>
<td>HF</td>
<td>Group Manager Poktan</td>
<td>Principle 3 Criteria 3.1 s/d 3.7 Principle 2 Criteria 2.1, 2.2 Principle 3 Criteria 3.1 Principle 4 Criteria 4.1, s/d 4.7 Principle 5 Criteria 5.1, 5.2, 5.3 Principle 7 Criteria 7.1 s/d 7.4 Principle 8 Criteria 8.1</td>
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<td>Estate in Poktan</td>
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<td>• Environmental impact analysis</td>
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<td>• Soil surveys and topographic information</td>
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<td></td>
<td>• Maintain the quality of surface and ground water</td>
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<td>• Not replaced primary forest/HCV (since Nov 2005)</td>
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<td>• Terrain and or marginal land</td>
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<td>• Agrochemicals</td>
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<td><strong>Continuous improvement</strong></td>
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<tr>
<td>08.00-12.00</td>
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<td>IK</td>
<td>Poktan</td>
<td>Principle 2 Criteria 2.1, 2.3 Principle 6 Criteria 6.1 s/d 6.11 Principle 7</td>
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<td>• Land does not diminish without FPIC</td>
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<td>Date / Time (1)</td>
<td>Organizational Unit and Processes</td>
<td>Auditor / Abbrev.</td>
<td>Interviewee</td>
<td>Principle &amp; Criteria</td>
</tr>
<tr>
<td>----------------</td>
<td>-----------------------------------</td>
<td>------------------</td>
<td>-------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>12.00-13.00</td>
<td>Lunch Break</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.00-17.00</td>
<td>Continuing previous agenda</td>
<td>Poktan</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Friday, November 22, 2013**

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Activity</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>08.00-09.00</td>
<td>Kantor Gapoktan</td>
<td>Closing Meeting</td>
<td>All Audit or</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Group Manager, Ketua Gapoktan dan Ketua Poktan</td>
</tr>
</tbody>
</table>
Appendix 3: List of Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLHD</td>
<td>Badan Lingkungan Hidup Daerah (Local Environmental Agency)</td>
</tr>
<tr>
<td>FFB</td>
<td>Fresh Fruit Bunches</td>
</tr>
<tr>
<td>HCV</td>
<td>High Conservation Value</td>
</tr>
<tr>
<td>IPM</td>
<td>Integrated Pest Management</td>
</tr>
<tr>
<td>Gapoktan</td>
<td>Gabungan Kelompok Tani (Independent Smallholder Group)</td>
</tr>
<tr>
<td>OHS</td>
<td>Occupation, Health and Safety</td>
</tr>
<tr>
<td>NPP</td>
<td>New Planting Procedure</td>
</tr>
<tr>
<td>SHM</td>
<td>Sertifikat Hak Milik (certificate of ownership)</td>
</tr>
<tr>
<td>SKT</td>
<td>Surat Keterangan Tanah (land information letter)</td>
</tr>
<tr>
<td>SPPL</td>
<td>Surat Pernyataan Pengelolaan Lingkungan (Environmental Impact Statement Letter)</td>
</tr>
<tr>
<td>TPH</td>
<td>Tempat Pengumpulan Hasil (Collection location)</td>
</tr>
<tr>
<td>PT SAL</td>
<td>PT Sari Aditya Loka</td>
</tr>
<tr>
<td>PT AIP</td>
<td>PT Agro Indah Persada</td>
</tr>
</tbody>
</table>

Appendix 4: List of Stakeholders Interviewed and Contacted

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of Stakeholder</th>
<th>Institution / Position</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Stakeholders Interviewed during Public Consultation Meeting</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>J. Marbun</td>
<td>PT Sari Adtya Loka-1</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Daryanto</td>
<td>PT Sari Adtya Loka-1</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Gusrina</td>
<td>Agriculture and Forestry Agency</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Hari Wibowo</td>
<td>Agriculture and Forestry Agency</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Sukarto</td>
<td>Agriculture and Forestry Agency</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Sukoso</td>
<td>Head of Sub District Tabir Selatan</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Sarno</td>
<td>(Head of Village)Bungo Tanjung</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Stakeholders Interviewed On-Site</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Wakijan</td>
<td>Farmer</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Saeful</td>
<td>Farmer</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Sapuan</td>
<td>Farmer</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Sumanto</td>
<td>Farmer</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Sri Widodo</td>
<td>Farmer</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Endro</td>
<td>Farmer</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Wahyono</td>
<td>Farmer</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Busari</td>
<td>Farmer</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Manto</td>
<td>Farmer</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Yusrizal</td>
<td>Farmer</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>M.Saragih</td>
<td>Farmer</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Deddy</td>
<td>Farmer</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Andi Kahar</td>
<td>Farmer</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Wagimin</td>
<td>Farmer</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Sugimin</td>
<td>Farmer</td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Burlian K</td>
<td>Farmer</td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>Sukardi</td>
<td>Farmer</td>
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### Appendix 5: Observations and Opportunities for Improvement

<table>
<thead>
<tr>
<th>No.</th>
<th>Observations / Opportunities for Improvement</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Identification and other regulatory compliance refers to the National Interpretation of RSPO Principles &amp; Criteria for Sustainable Palm Oil Production Document No. 02/INA-SWG/2010 Appendix 3 has not been proven entirely</td>
<td>2.1</td>
</tr>
<tr>
<td>2.</td>
<td>Not all farmers can meet the criteria of an audit for fruit ripeness. There is immature oil palm that has been harvested.</td>
<td>4.1</td>
</tr>
<tr>
<td>4.</td>
<td>Not all members of Gapoktan can explain about the social impact of farm activities that include positive and negative impacts.</td>
<td>6.1</td>
</tr>
</tbody>
</table>