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Roundtable on Sustainable Palm Oil

Public Summary Report

Report no.: 824 502 17059

Certification assessment against the
RSPO Principles & Criteria for Sustainable Palm Oil Production Independent Smallholders –
Indonesia National Interpretation (INA-NI), July 2010 &
RSPO Standard for Group Certification 2010

Koperasi Unit Desa (KUD) Teratai Biru

Peninggalan Village, Tungkal Jaya Sub District, Musi Banyuasin District, South Sumatera Province

Date of assessment : 24 - 28 October 2016

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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.

1.2 Type of Assessment

The main assessment was carried out on independent smallholder group **KUD Teratai Biru** in Peninggalan Village, Tungkal Jaya Sub District, Musi Banyuasin District, South Sumatera Province with seven smallholder group (refer to **table 1**) and 813 personil as group members (refer to **table 6** and **appendix 4**).

1.3 Location and Maps

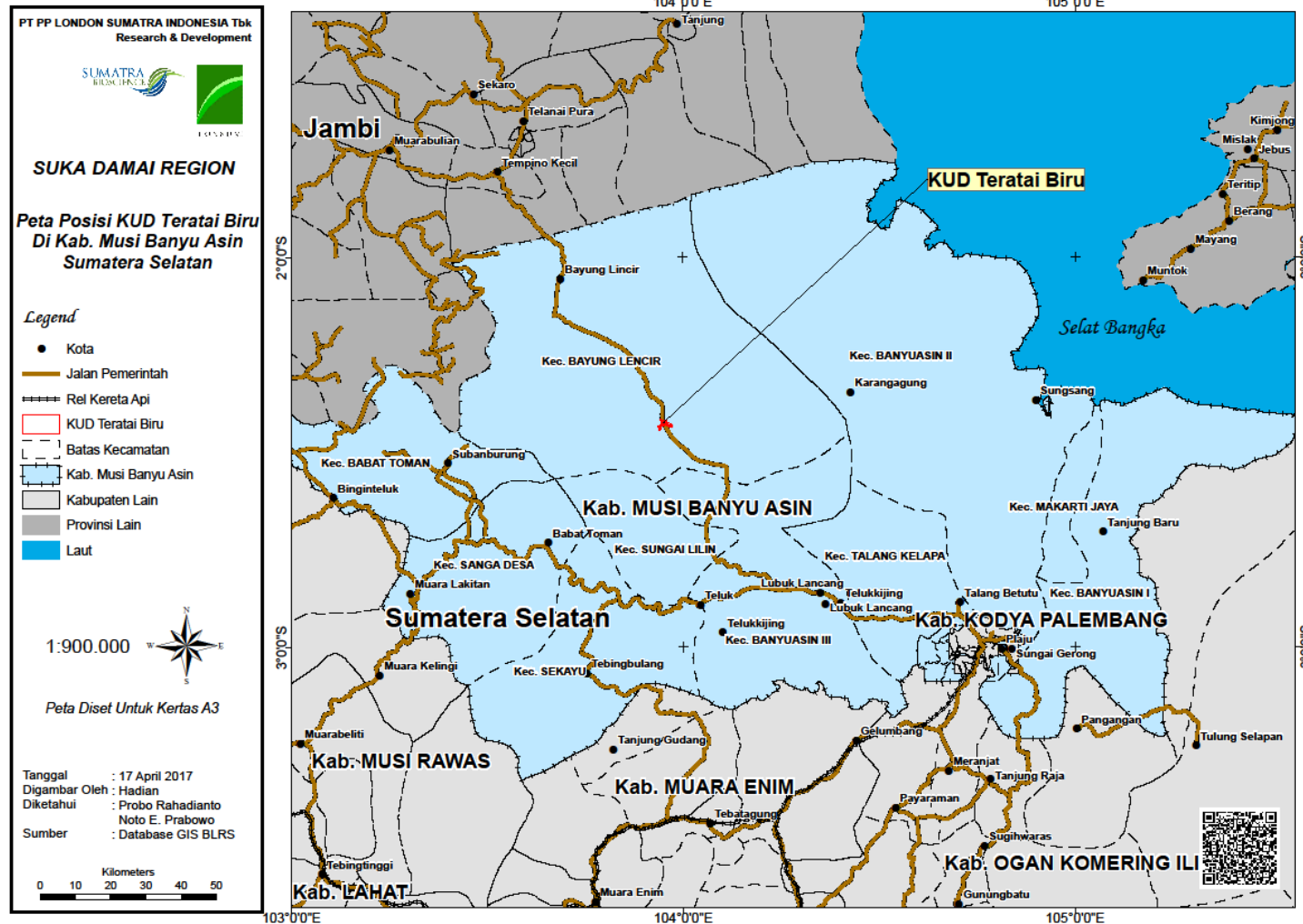
Table 1: GPS locations for all estates included in certification assessment

Name of Smallholder Groups	Location	GPS locations	
		Latitude	Longitude
Makmur Jaya	Peninggalan Village, Tungkal Jaya Sub District, Musi Banyuasin District, South Sumatera Province	2°25'10"S	103°57'10"E
Sumber Rejeki	Peninggalan Village, Tungkal Jaya Sub District, Musi Banyuasin District, South Sumatera Province	2°25'27"S	103°57'10"E
Cinta Damai	Peninggalan Village, Tungkal Jaya Sub District, Musi Banyuasin District, South Sumatera Province	2°25'22"S	103°57'32"E
Mekar Sari	Peninggalan Village, Tungkal Jaya Sub District, Musi Banyuasin District, South Sumatera Province	2°25'36"S	103°56'58"E
Sabar Menanti	Peninggalan Village, Tungkal Jaya Sub District, Musi Banyuasin District, South Sumatera Province	2°26'10"S	103°56'15"E
Harapan Jaya	Bumi Kencana Village, Sungai Lilin Sub District, Musi Banyuasin District, South Sumatera Province	2°25'36"S	103°57'32"E
Sido Dadi	Bumi Kencana Village, Sungai Lilin Sub District, Musi Banyuasin District, South Sumatera Province	2°26'02"S	103°58'20"E

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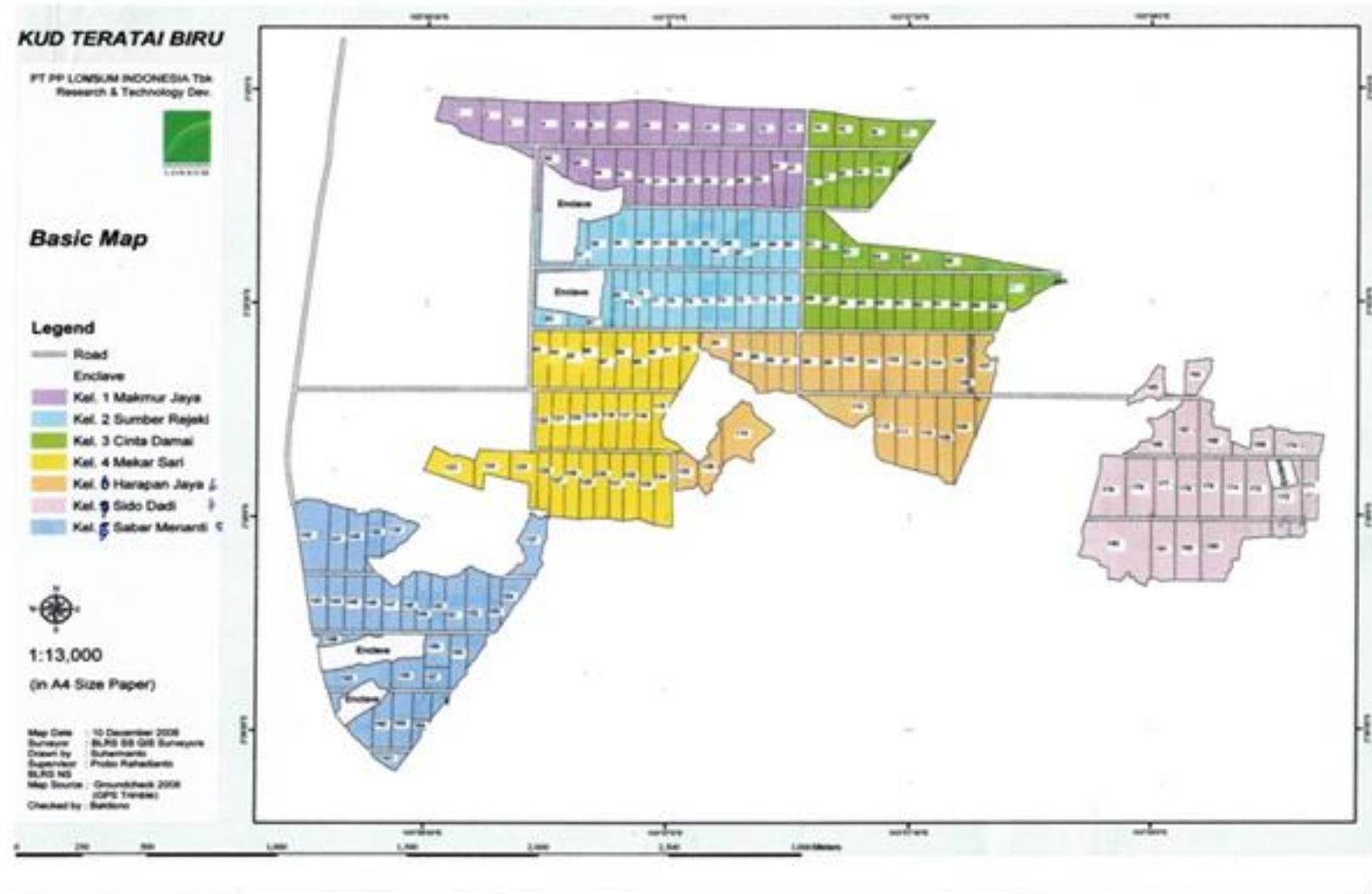
Peninggalan Village, Tungkal Jaya Sub District, Musi Banyuasin District,
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Picture 1 : Location of Koperasi Unit Desa (KUD) Teratai Biru in Musi Banyuasin District, Indonesia

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Picture 2 : Map of Koperasi Unit Desa (KUD) Teratai Biru in South Sumatera, Indonesia

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Table 2 : Certified tonnages claimed, certified tonnages sold, total and projected FFB production from Independent Smallholder KUD Teratai Biru

Description	Amount (MT)			
	FFB	CPO (equivalent)	PKO (equivalent)	PKE (equivalent)
Certified tonnages claimed	0.00	0.00	0.00	0.00
Certified tonnages sold	0.00	0.00	0.00	0.00
Actual Production*	5,605.25	1,121.05	113.51	138.73
Actual Production**	4,442.25	888.45	89.96	109.95
Projected output for next 12 months***	6,241.17	1,248.23	126.38	154.47

Note : *) period of January to December 2015

**) period of January to September 2016

***) period of November 2016 to October 2017 with extraction rate are 20% (CPO), 45% (PKO) & 55% (PKE)

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

Age & Year of Plantings	Oil palm planted area at each estate (ha)							Total (Ha)
	Makmur Jaya	Sumber Rejeki	Cinta Damai	Mekar Sari	Sabar Menanti	Harapan Jaya	Sido Dadi	
19 (1997)	44.30	46.37	44.00	49.50	48.00	38.00	48.00	318.17
TOTAL	44.30	46.37	44.00	49.50	48.00	38.00	48.00	318.17

Based on information above that independent smallholder group estimated replanting program begin in year 2022 for year 1997 planted area in all group members.

1.5 Area of Plantation (Total, Planted and Mature)

Table 4.a : Oil Palm Planted Area Summary, FFB Production and Average yield/ha for KUD Teratai Biru

Estate Name	Total area (ha)	Oil Palm Planted area (ha)	Mature (Production) area (ha)	Immature (Non-production) area (ha)	FFB Production* (tonnes)	Average yield (ton/ha)
Makmur Jaya	44.30	42.97	42.97	0	879.992	19.86
Sumber Rejeki	46.37	45.03	45.03	0	925.506	19.96
Cinta Damai	44.00	42.67	42.67	0	847.983	19.27
Mekar Sari	49.50	48.17	48.17	0	863.006	17.43
Sabar Menanti	48.00	46.67	46.67	0	736.359	15.34
Harapan Jaya	38.00	36.67	36.67	0	615.205	16.19
Sido Dadi	48.00	46.67	46.67	0	737.194	15.36
Total	318.17	308.85	308.85	0.00	5,605.25	17.62

Note : *) FFB production year 2015

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Table 4.b : Oil Palm Planted Area Summary, FFB Production and Average yield/ha for KUD Teratai Biru

Estate Name	Total area (ha)	Oil Palm Planted area (ha)	Mature (Production) area (ha)	Immature (Non-production) area (ha)	FFB Production* (tonnes)	Average yield (ton/ha)
Makmur Jaya	44.30	42.97	42.97	0	693.074	19.86
Sumber Rejeki	46.37	45.03	45.03	0	728.936	19.96
Cinta Damai	44.00	42.67	42.67	0	668.910	19,27
Mekar Sari	49.50	48.17	48.17	0	684.214	17.43
Sabar Menanti	48.00	46.67	46.67	0	588.240	15.34
Harapan Jaya	38.00	36.67	36.67	0	489.915	16.19
Sido Dadi	48.00	46.67	46.67	0	588.960	15.36
Total	318.17	308.85	308.85	0.00	4,442.25	17.62

Note : *) FFB production year 2016 (January to September 2016)

Table 5 : Land use data for Independent Smallholder KUD Teratai Biru

Estate Name	Total area (ha)	Oil Palm Planted Area (ha)	HCV/ Potential HCV areas (ha)	Land used for other purposes (ha)			
				Road construction	Nursery	Cleared Area	Land Conflict
Makmur Jaya	44.30	42.97	0.00	1.33	0.00	0.00	0.00
Sumber Rejeki	46.37	45.03	0.00	1.34	0.00	0.00	0.00
Cinta Damai	44.00	42.67	0.00	1.33	0.00	0.00	0.00
Mekar Sari	49.50	48.17	0.00	1.33	0.00	0.00	0.00
Sabar Menanti	48.00	46.67	0.00	1.33	0.00	0.00	0.00
Harapan Jaya	38.00	36.67	0.00	1.33	0.00	0.00	0.00
Sido Dadi	48.00	46.67	0.00	1.33	0.00	0.00	0.00
Total	318.17	308.85	0.00	9.32	0.00	0.00	0.00

1.8 Detail information about RSPO certification

Detail information about RSPO certification for KUD Teratai Biru as follows :

RSPO membership no. and date :	1-0207-16-000-00 date of March 17, 2016 on behalf KUD Teratai Biru
RSPO certificate no. :	824 502 17059
Date of first RSPO certificate & validity :	22 April 2017 & until 22 April 2022
Date of certification audit :	October 24 – 28, 2016
Date of previous surveillance audit :	N/A this is certification audit.
Date of revised RSPO certificate & validity (if applicable) :	N/A, this is certification audit.

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Table 6 : Profile of group members which involve the scope of certification

Estate Name	Included on certification scope		Not included on certification scope		Grand Total		Note
	Areas (ha)	Members (person)	Areas (ha)	Members (person)	Areas (ha)	Members (person)	
Makmur Jaya	44.30	27	-	-	44.30	27	
Sumber Rejeki	46.37	28	-	-	46.37	28	
Cinta Damai	44.00	27	-	-	44.00	27	
Mekar Sari	49.50	30	-	-	49.50	30	
Sabar Menanti	48.00	28	-	-	48.00	28	
Harapan Jaya	38.00	24	-	-	38.00	24	
Sido Dadi	48.00	19	-	-	48.00	19	
Total	318.17	183	-	-	318.17	183	

List of member each group has described in **Appendix 4**.

1.9 Organisational Information / Contact Person

Contacts details of the company are as follows :

Company/Organization Name :	Koperasi Unit Desa (KUD) Teratai Biru
Address :	Peninggalan Village, Tingkal Jaya Sub District, Musi Banyuasin District, South Sumatera Province
Contact Person :	Ms. Yuli Sari Yeni
Telephone :	+6 221 579 58822
Email :	yuli.yeni@indofood.co.id

1.10 Approximate Tonnages Certified

The approximate tonnages certified, based on projection of FFB production in November 2016 to October 2017 from members owned estate only, are as follows :

Fresh Fruit Bunch (FFB) : 6,241.17 tonnes or equivalent with Crude Palm Oil (CPO) is 1,248.23 tonnes (OER : 20%), Palm Kernel Oil (PKO) is 126.38 tonnes (PKO ER : 45%) and Palm Kernel Expeller (PKE) is 154.47 tonnes (PKE ER : 55%).

1.11 Recommendation for Certification

Koperasi Unit Desa (KUD) Teratai Biru has established and maintains an effective system to ensure compliance with the RSPO Standard for Group Certification, July 2010, National Interpretation RSPO Principles and Criteria for Sustainable Palm Oil Production for Independent Smallholders (INA-NI July 2010).

The audit team has confirmed through the audit process that the organization'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.

PT TUV Rheinland Indonesia recommends that KUD Teratai Biru to granted a producer of RSPO Certified Sustainable FFB.

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1.12 Date of Certificate Issued and Scope of Certificate

The scope of the certificate covers production of FFB from KUD Teratai Biru estates, which includes group of farmers of Makmur Jaya, Sumber Rejeki, Cinta Damai, Mekar Sari, Sabar Menanti, Harapa Jaya, and Sido Dadi.

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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 500 locations in 65 countries on all five continents. PT 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, RSPO (RSPO-ACC-013) and ISPO (LS-P&K-005-ISPO). PT TUV Rheinland Indonesia office is located in Jakarta, Indonesia.

2.2 Qualifications of Lead Assessor and Assessment Team

Name	Position	Qualifications / Experience
Viknesvaran Paramasivan (VP)	Lead Auditor (Under Monitoring)	<p>Education: B. Eng in Chemical Engineering – Universiti Teknologi Malaysia</p> <p>Trainings attended: RSPO Lead Auditor Training – Proforest (2010), RSPO SCC Course – David Ogg & Partners (2016), ISO9001:2008 Lead Auditor Training – BSI (2010), OHSAS 18001: 2007 Lead Auditor Course – Neville Clarke (2016), Safety & Health Officer (SHO) Course – NIOSH (2010), ISO14001:2015 Lead Auditor Training – Neville Clarke (2017)</p> <p>Working experience: Worked in the palm oil industry for more than 10 years in various capacities; RSPO auditor since 2010; First Grade Steam Engineer for Boiler and Unfired Pressure Vessels certified by DOSH since 2007</p>
Wahyu (WY)	Lead Auditor Monitoring Auditor	<p>Education: Bachelor degree of Mechanical Engineering - University of Indonesia and Magister of Manufacturing - Pancasila University</p> <p>Trainings attended: ISO 9001 and ISO 14001 IRCA Lead Auditor Training, Training of ISO 28000, TOT of Maritime Security, ISO 22000, and OHSAS 18001, SVLK Lead Auditor Training, COC – LEI Lead Auditor Training, VLO & RIL Training, ISPO Lead Auditor Training, and RSPO Lead Auditor Training.</p> <p>Working experience: Around 8 (eight) years as technician and engineer at manufacturing industries, 3 (three) years as QHSE Head at independent surveyor and inspection services company, 3 (three) years as QHSE Consultant, and 6 (six) years as auditor of ISO 9001, ISO 14001, OHSAS 18001, SVLK, COC – LEI, SVLK for Industry, ISPO and RSPO.</p>
Ade Sudiana (AS)	Auditor	<p>Education: Bachelor of Forestry, Faculty of Forestry, Bogor Agricultural University</p> <p>Trainings attended: Lead Auditor course 2015 - Neville Clark; ISO 9001, Awareness training of ISO 9001, 14001 and 18001, inhouse training of ISO 19011 and ISPO, Training of Assesor for Sustainability Natural Forest Management (SFM) by The Indonesian Ecolabelling Institute (2008), Training of Auditor for Sustainability Forest Management By center for Educational and Training of Forestry, Department of Forestry (2010), Examination of competency for auditor of Sustainability Forest Management by Personal Certification Body-Rhino (2014), Training of Auditor For ISPO (2016) by ISPO Comission</p> <p>Working experience: Consultant and Trainer of : Quality Management Sys-</p>

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Name	Position	Qualifications / Experience
		tem (ISO 9001), Environment Management System (ISO 14001), Safety Management System (SMK3/ OHSAS 18001), ISPO (Indonesian Sustainable Palm Oil), Consultant and trainer in PT FOCUS (2008-2016) ; Auditor of SFM in PT Forestcitra Sejahtera (2008-2016); Auditor of SFM, RSPO and ISPO , Auditor in PT TUV Rheinland Indonesia (2016-now)
Panggading Nainggolan (PN)	Auditor	<p>Education: Bachelor of Social, Institut Ilmu Sosial dan Ilmu Politik, Jakarta.</p> <p>Training attended: RSPO in house training by Mutu Agung Lestari, ISPO Training by Komisi ISPO and <i>Awareness QHSE (management system review dan integrated management system concept</i> ISO 9001, 14001, OHSAS.</p> <p>Working experience: Komisi Nasional Perlindungan Anak – Community Relationship Staff, Divison Staff of Education Program – Common Ground Indonesia, Reporter on Global Informasi Bermutu, Producer on Netwave Multimedia, Producer on Satu Visi Perkasa Produksi, Project Supervisor on Surya Solusi Informasi and Auditor PT TUV Rheinland Indonesia.</p>
Steve Mualim (SM)	Auditor	<p>Education: Master of Science of Environmental and Natural Resources Management (IPB) and Bachelor of Science of Agronomy and Horticulture, Bogor Agriculture University (IPB).</p> <p>Training attended: ISCC Inhouse Training, GHG Calculation, HCV, ISO 9001:2008, ISO 19011, ISPO, RSPO, Forum on Asian Carbon Update, Training Course on Climate Change Mitigation and Adaptation for Agricultural Productivity in Southeast Asia, Environmental Impact Assessment (AMDAL) and Ecological Risk Assessment (ERA).</p> <p>Working experience: Team of Environmental Assessment and Monitoring at PT Alas Consultant, ISPO and RSPO Auditor at PT Mutu Certification International (2013-2015), ISPO and RSPO Auditor at PT TUV Rheinland Indonesia (2016-present).</p>

2.3 Assessment Methodology

The main assessment was conducted on 24 to 28 October, 2016 as per the assessment program below. The assessment was carried out in accordance with PT TUV Rheinland Indonesia's 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 7 (seven) group members of KUD estates 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 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.

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Main Assessment Agenda

Date	Location / Main sites	Main activities
24.10.2016	KUD Teratai Biru Office	<ul style="list-style-type: none"> - Opening meeting - Documents checking regarding : <ul style="list-style-type: none"> o group certification (group requirement, group management documentation requirement & chain of custody), legal land, management plan, best practices, fire use, pollution reducing and continuous improvement by VP & WY o Information providing, compliance of applicable law & regulation, SOP, maintain the quality of surface and ground water, HCV, training, Environment document & continuous improvement by AS. o Transparancy (including FPIC), ethical conduct, land conflict, customary right, SIA, communication & consultation, complaint & grievance, compensation, contract worker, worker union, minimum age requirement, discrimination, sexual harassment, fair & transparency with SH & other local business, contribute to local sustainable development, trafficked labour, human right and continuous improvement by PN o Record of origin for third party's FFB, soil fertility, erosion control, IPM, pesticides, OHS, waste, efficiency of fossil fuel, GHG and continuous improvement by SM
25.10.2016	KUD Teratai Biru Office	<p>Documents checking regarding :</p> <ul style="list-style-type: none"> o group certification (group requirement, group management documentation requirement & chain of custody), legal land, management plan, best practices, fire use, pollution reducing and continuous improvement by VP & WY o Information providing, compliance of applicable law & regulation, SOP, maintain the quality of surface and ground water, HCV, training, Environment document & continuous improvement by AS. o Transparancy (including FPIC), ethical conduct, land conflict, customary right, SIA, communication & consultation, complaint & grievance, compensation, contract worker, worker union, minimum age requirement, discrimination, sexual harassment, fair & transparency with SH & other local business, contribute to local sustainable development, trafficked labour, human right and continuous improvement by PN o Record of origin for third party's FFB, soil fertility, erosion control, IPM, pesticides, OHS, waste, efficiency of fossil fuel, GHG and continuous improvement by SM
26.10.2016	Head of Village Peninggalan Office and Member Sites	<ul style="list-style-type: none"> - Public Consultation located at Peninggalan Village Office - Field visit and observation at : <ol style="list-style-type: none"> 1. Group 1, Makmur Jaya by PN with issues accordance their responsibilities 2. Group 2, Sumber Rejeki by SM with issues accordance their responsibilities 3. Group 3, Cinta Damai by AS & PN with issues accordance their responsibilities 4. Group 4, Mekar Sari by SM with issues accordance their responsibilities 5. Group 5, Sabar Menanti by VP & WY with issues accordance their responsibilities 6. Group 6, Harapan Jaya by SM with issues accordance their responsibilities 7. Group 7, Sido Dadi by PN & AS with issues accordance their responsibilities

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Date	Location / Main sites	Main activities
27.10.2016	Member Sites	Field visit and observation at: 1. Group 1, Makmur Jaya by PN with issues accordance their responsibilities 2. Group 2, Sumber Rejeki by SM with issues accordance their responsibilities 3. Group 3, Cinta Damai by AS & PN with issues accordance their responsibilities 4. Group 4, Mekar Sari by SM with issues accordance their responsibilities 5. Group 5, Sabar Menanti by VP & WY with issues accordance their responsibilities 6. Group 6, Harapan Jaya by SM with issues accordance their responsibilities 7. Group 7, Sido Dadi by PN & AS with issues accordance their responsibilities
28.10.2016	KUD Teratai Biru Office	Confirmation audit findings, Closing Meeting

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 company such employees, out-growers, the local government, NGO's, trade and labour unions and 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 company 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 company's area. A stakeholder consultation meeting was also held at the Peninggalan Village Head Office Hall on 26 October 2016. Letters inviting individual stakeholders to the stakeholder consultation meeting were prepared and sent to the individual stakeholders, while electronic mail and 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 company before discussion proceeded to obtain the stakeholders feedback on the company'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 North Sumatera province. In all interviews and meeting, the assessment team did not restrict discussion of both the positive and negative aspects of operations conducted by KUD teratai Biru.

The stakeholder consultation meeting held with stakeholders during the audit was extensive and productive, with an attendance of more than 20 stakeholders. This was followed by site inspections, including visits to the local communities, interviews with land claimants and contractors, and inspections of worker amenities and 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 February 2018.

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3.0 ASSESSMENT FINDINGS

3.1 Summary of Findings

During the certification assessment, there are **9 (nine) nonconformities**, consist of 6 (six) nonconformities were assigned against Major Compliance indicators; and 3 (three) nonconformities were assigned against Minor Compliance Indicators. There are none observations or opportunities for improve were identified. Further explanation of the non-conformities raised and corrective actions taken by the company are provided in Section 3.2.

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

A. Findings against requirements for Group Certification:

<p>1. Group requirements. <i>Producers can form or join a group for group certification. The organization and its members shall demonstrate their ability to meet the RSPO standard for group certification and the relevant RSPO standard for sustainable oil palm production</i></p>	
<p>1.1 Group Elements</p>	
<p>Element 1.1.1: The group shall be managed by a central administration (i.e. The Group Manager), which is responsible for ensuring the group's compliance with the applicable standards and manages the Group Management Documentation.</p>	
<p>Findings :</p> <p>KUD teratai Biru has a Group Manager which is Pak Ajusman to manage organization. Some of responsibility of Group Manager are :</p> <ul style="list-style-type: none"> • to manages the Group Management Documentation • to ensure that all group members are comply to applicable standards (i.e RSPO standard) <p>Based on 2nd addendum of statutes of KUD Teratai Biru and one of result of member annual meeting (Rapat Anggota Tahunan) fiscal year 2015 dated on 30 March 2016 regarding organization chart period of 2016 to 2018. The organization chart periof of 2016 to 2018 such as Mr Ajusman as head/chairman of cooperative & group manager, Mr Irzan as vice chairman, Mr Pairan as secretary 1, Mrs Lastri as secretary 2 and Mr Suwikno as treasurer. They has inaugurated by local government of Musi Banyuasi District (Agency of cooperative, small & medium enterprise and market management).</p> <p>Moreover, there was a joint declaration to be involved in the RSPO certification in KUD Teratai Biru dated on 18 November 2015 where it was signed by all copperative management, head of group 1 to 7. One of the content of declaration is we are agree that KUD Teratai Biru as ICS and appointed Mr Ajusman as ICS manager with responsible the running the ICS and managing the group.</p>	<p>Compliance status :</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>Element 1.1.2 : The group shall consist of group members who have formally joined the group.</p>	
<p>Findings :</p> <p>The group manager is KUD Teratai Biru and this is the party responsible for managing the group of 7 clusters of farmers namely :</p> <p>Cluster 1 – Makmur Jaya 27 members Cluster 2 – Sumber rejeki 28 members Cluster 3 – Cinta Damai, 27 members Cluster 4 – Mekar Sari 30 members Cluster 5 – Sabar Menanti 28 members Cluster 6 – Harapan Jaya 24 members Cluster 7 – Sido Dadi 19 members</p> <p>All 183 members who have joined the group belong to one of the 7 clusters under the group manager.</p>	<p>Compliance status:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

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Element 1.1.3: The Group Management Documentation shall include the documenting and monitoring of all the individual group members for membership status, production process, and other relevant aspects to ensure compliance with the relevant RSPO Standard for Sustainable Oil Palm Production and the RSPO Group Certification Requirements.

Findings:

There is sufficient evidence that the Group Manager maintain documentation and reports related to production process and other relevant aspects to ensure compliance with the relevant RSPO Standard for Sustainable Oil Palm Production and the RSPO Group Certification Requirements. The documentation were reviewed are:

- Harvesting record each group members (member's name, land area, land crop, number of tree, rotation of harvest, and FFB harvested).
- Total of Volume of FFB
- Detail of Volume of FFB
- List of fertilizer used
- Records of pesticide used (make, amount and month)
- List of group member each group and their membership status

Mechanism of documenting and monitoring of all the individual group members for membership status on SOP no.69/KUD-TB/VIII/2016 regarding monitoring & evaluation of group member.

Compliance status:
 Yes
 No

Element 1.1.4: The Group Manager shall specify in the Group Management Documentation the maximum number of members that can be supported by the management system and the human resource and technical capacities of the Group Manager.

Findings:

The Group Manager has decided that the maximum number of members that can be realistically supported by the management system, human resources and technical capacities of the group is 1000 members. This is clearly stipulated in Decree No 21/KUD-TB/III/2016 dated 1st March 2016 and signed by the Group Manager.

Compliance status:
 Yes
 No

1.2 Compliance With Standards

Element 1.2.1: All group members that are formal members of the group seeking RSPO certification under group certification shall comply with the required relevant RSPO Standard for Sustainable Oil Palm Production.

Findings:

KUD Teratai Biru has established a mechanism / procedure of internal assessment (SOP no. 026/KUD-TB/III/2016 regarding SOP of internal & external audit and correction of finding) to ensure that all group members has comply with the required relevant RSPO Standard for Sustainable Oil Palm Production.

Last internal audit has carried out dated on June 2016 & 18-21 October 2016 by internal audit section and the result of internal audit is 50 NCRs and 84 NCRs (all group).

Compliance status:
 Yes
 No

Element 1.2.2: Group managers may run a programme to support prospective members in achieving compliance with RSPO requirements. Where such a programme is in place, there must be robust mechanisms in place to ensure that neither the prospective members nor the Group Manager makes any claim suggesting they are RSPO certified. Once the prospective member is in compliance with the RSPO standard they shall be formally included as a member of the certified group. Until RSPO compliance is achieved, the FFB production from prospective member sites will not count towards the total certified production of the group.

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<p><u>Findings:</u></p> <p>During audit, there are not prospective members so that the group manager do not have programme to support prospective members in achieving compliance with RSPO requirement. All members is fix member and it has agreed to join in group and complied with requirement.</p>	<p>Compliance status :</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Not Applicable</p>
<p><i>Element 1.2.3: Formal members of the Group shall sign an agreement with the Group Manager committing to achieving compliance with the relevant RSPO standard for sustainable oil palm production. The Group Manager and each member shall keep copies of the agreement.</i></p>	
<p><u>Findings:</u></p> <p>Formal members of the group have signing an agreement with the Group Manager to achieving compliance with the relevant RSPO standard for sustainable oil palm production. Record of statement letter or agreement letter dated on 22 December 2015 regarding willingness to participate/join on RSPO certification for all groups was available. It has signed by both parties and copies of it is agreement documents are available and maintain at the Group Manager and each members respectively.</p> <p>The documents are :</p> <ol style="list-style-type: none"> 1. Statement letter of farmer groups from each group member. These documents are as formally statement that the Farmer Group (Kelompok Tani) is willing to joint, support and actively engage in activities of KUD Teratai Biru. These documents signed by chairman, secretary and treasurer of each Farmer Group (Kelompok Tani) respectively. 2. List of group members for each farmer groups. These documents signed by each independent farmer respectively as formal statement of group membership. 	<p>Compliance status :</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p><i>Element 1.2.4: All the individual group members shall adhere to and show evidence that the internal requirements, as set out in the systems, programmes or policies adopted by the Group Manager are met.</i></p>	
<p><u>Findings:</u></p> <p>There is sufficient evidence that all individual group members has adhere to and show demonstrate that the internal group requirements, as set out in the systems, programmes or policies adopted by the Group Manager are met.</p> <p>The documents including records that showed evidence are :</p> <ol style="list-style-type: none"> 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 2015-2016; 4. There are notes about types of pesticides used in 2015-2016 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. 8. The FFB production data including separation between certified FFB and non-certified FFB <p>They have signed declaration that they will adhere to all the requirements of RSPO.</p>	<p>Compliance status :</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p><i>Element 1.2.5: The group manager shall comply with the requirements of the RSPO Standard for Group Certification.</i></p>	

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Findings:

There is sufficient evidence that the group manager has conducted internal assessment against relevant RSPO standards and/or requirements on June 2016 & August 2016. Related records were reviewed, such as Checklist (refer to P&C of RSPO), auditor assignment, summary of internal assessment results, and etc. All non-conformities has closed before main assessment.

There is sufficient evidence that formal group members, individually and collectively, continually strive to maintain their compliance with the relevant RSPO Standard for Sustainable Oil Palm Production. During main assessment, some documents including records have been reviewed and verified, they are :

- Working Plan or Programme year 2016
- Minute of meeting and attendance list for annual member meeting fiscal year 2015 (carried out dated on 30 March 2016)
- Training programme/plan year 2016
- Internal audit year 2016
- Record of harvesting, pesticides and fertilizer
- Statement letter or agreement letter willingness to participate/join on RSPO certification for all groups
- etc

Compliance status :
 Yes
 No

Element 1.2.6: There shall be evidence to show that formal group members, individually and collectively, continually strive to maintain their compliance with the relevant RSPO Standard for Sustainable Oil Palm Production.

Findings:

There is sufficient evidence that formal group members, individually and collectively, continually strive to maintain their compliance with the relevant RSPO Standard for Sustainable Oil Palm Production. During main assessment, some documents including records have been reviewed and verified, they are :

- Legal land or freehold title for each member
- Record of productivity or volume of FFB, fertilizer application and pesticide
- Copy of statement letter or registration form regarding willingness to join/participate on RSPO certification
- Road maintenance programme year 2016 and their maintain
- Record of manual weeding
- Minute of meeting for member annual meeting fiscal year 2015
- Payment slip of FFB sales from KUD Teratai Biru
- etc

Compliance status :
 Yes
 No

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.

Element 1.3.1: The Group Manager shall be either a legal entity or an individual acting as a legal entity.

Findings:

KUD Teratai Biru as the group manager have cooperative legality or legality entity i.e :

- Deed of incorporation of a cooperative dated on 6 May 1982 has got approval from cooperative regional office in South Sumatera Province (stated on decree letter of head of cooperative regional office in South Sumatera Province no. 110/Kpts/BH/1982 dated on 22 September 1982)
- Deed of 1st amendment of a cooperative dated on 11 November 2007 has got approval from Ministry of cooperative and small medium enterprise (stated on decree letter of Minister of cooperative and small medium enterprise no. 118/BH/XI/2007 dated on 22 November 2007). Reason of amendment is compliance to law no.25 year 1992 and gov-

Compliance status :
 Yes
 No

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<p>ernment regulation no.4 year 1994. Legality entity number no.0060/BH/PAD/KOPPMPP/XI/III dated on 12 November 2007 on behalf KUD Teratai Biru.</p> <ul style="list-style-type: none"> Deed of 2nd amendment of a cooperative dated on 13 March 2012 has got approval from Ministry of cooperative and small medium enterprise (stated on decree letter of Minister of cooperative and small medium enterprise no. 418/BH/V/2012 dated on 19 May 2012). Reason of amendement is change of administrative and organization chart. Legality entity number no.0060.a/BH/PAD/VII.3/V/2012 dated on 9 May 2012 on behalf KUD Teratai Biru. <p>Moreover, all farmer groups has registered in Agency of plantation in Musi Banyuasin District with registration number below :</p> <ul style="list-style-type: none"> Makmur Jaya group : no.2733.06/12/007/KP-014/XII/2013 Sumber Rejeki group : no.2732.06/12/007/KP-014/XII/2013 Cinta Damai group : no.2731.06/12/007/KP-014/XII/2013 Mekar Sari group : no.2730.06/12/007/KP-014/XII/2013 Sabar Menanti group : no.2729.06/12/007/KP-014/XII/2013 Harapan Jaya group : no.2728.06/12/007/KP-014/XII/2013 Sido Dadi group : no.2727.06/12/007/KP-014/XII/2013 	
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Element 1.3.2: If the Group Manager is not an individual, there shall be a description of the general structure of the Group Manager detailing the positions and responsibilities of all personnel clearly identified.

<p>Findings :</p> <p>Organization chart of group manager (KUD Teratai Biru) was available. It has described the general description of role, responsibility and authority of the above mentioned position and responsibilities of each units and fuctions. Information of organization chart such as :</p> <ul style="list-style-type: none"> Manager Representative – Ajusman Vice chariman – Irzan Ab Secretary – Pairan & Lastri Internal Monitoring Unit (Unit Pengawas Internal) Plantation Maintenance Unit (Unit Perawatan kebun) Saving and Credit Unit (Unit Simpan Pinjam) Complain Handling Unit (Unit Pengaduan) FFB Transportation Unit (Unit Transport/TBS) Plantation Counseling Unit (Unit Penyuluhan Pekebunan) Member registration (Unit Pendaftaran Anggota) Forest and land fire Unit (Unit Kebakaran Hutan dan Lahan) Integrated Pest Management Unit (Unit Penanggulangan Hama Terpadu) Manuring and Spraying Unit (Unit Pupuk/Saprotan) OSH Unit (Unit K3) <p>Responsible of internal monitoring unit and plantation maintenance unit is :</p> <ul style="list-style-type: none"> Internal monitoring unit carry out internal audit and submitting internal audit report to group manager within 7 days. Plantation maintenance unit provide FFB harvesting report, manuring and spraying activities from group member to group manager and as advisor regarding plantation maintenance. 	<p>Compliance status :</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
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Element 1.3.3: The Group Manager and/or their personnel shall be able to communicate in a language understood by all group members (in both spoken and written form).

<p>Findings:</p> <p>Pak Ajusman, the group manager is a local member of the community and is able to communicate with all members in the Indonesian language and the local dialect. The Indonesian language is also used for all formal correspondence of the group and in its meetings.</p>	<p>Compliance status :</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
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Element 1.3.4: The Group Manager and/or their personnel shall be able to demonstrate knowledge of the requirements of oil palm production, the RSPO Standard for Sustainable Oil Palm Production, the RSPO Standard for Group Certification, and internal group procedures and policies.

Findings:

Based on interview with the Group Manager and other personnel of KUD Teratai Biru, they can demonstrate and implement their knowledge of the requirements of oil palm production, the RSPO Standard for Sustainable Oil Palm Production, the RSPO Standard for Group Certification, and internal group procedures and policies.

There is sufficient evidence that the Group Manager has socialized the RSPO Standard for Sustainable Oil Palm Production, the RSPO Standard for Group Certification, and internal group procedures and policies to all group members by :

- Internal training,
- Issue and share Pocket Book of P&C RSPO & Good Agriculture Practice,
- Routine meeting,
- Provide information board and
- Any others informal communication

Compliance status :
 Yes
 No

Element 1.3.5: The Group Manager and/or their personnel shall not have any conflict of interest likely to affect their capacity to meet the requirements for Group Managers and shall be able to provide evidence of this.

Findings :

The Group Manager has no any conflict of interest, either of financial and/or business interest. Pak Ajusman has demonstrated his capacity and independency as Group Manager to meet the requirements (RSPO).

The village head just passed away on the morning of the audit. The group Manager was elected as the new village head of Desa Peninggalan. In the event that no new appointment or election for group is made, this is deemed conflict of interest.

Compliance status :
 Yes
 No

Element 1.3.6: The Group Manager shall demonstrate sufficient resources – i.e. human, financial, physical and other relevant resources – to enable effective and impartial technical and administrative management of Group Certification.

Findings :

The Group Manager has demonstrated sufficient resources i.e. human, financial, physical and other relevant resources to enable effective and impartial technical and administrative management of Group Certification.

In order to perform routine activities including administration task, Group manager assisted by a sufficient number of personnel. The organizational structure Group has established to ensure that all activities related to Group Organization will performe appropriately.

Group Manager has hired a person to manage the Group Secretariat with the responsibilities as below :

- Perform data collection of FFB of members
- Archiving the data at secretariat
- Communicate and coordinate with Group Manager of KUD Teratai Biru and farmer groups associated administration of Teratai Biru

For financial purpose, KUD Teratai Biru has internal mechanism to funding their activities.

Compliance status :
 Yes
 No

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Element 1.3.7: The Group Manager shall have the capacity to control, monitor and evaluate all members pertaining to their compliance to the RSPO requirements including communicating with them and visiting them at the required frequencies.

Findings:

There is sufficient evidence that the Group Manager has been continuing demonstrate the capacity to control, monitoring and evaluation all members and he have not schedule of visiting all members and their frequency.

Head of group manager was carried out control, monitor and evaluat all members pertaining to their compliance to the RSPO requirements assisted by Internal Monitoring Team but they has not been understood internal audit procedure (no.026/KUD-TB/III/2016). It was raised as non-conformity (**NCR no. RSPO00774**).

Compliance status :

- Yes
 No

NCR No RSPO 00774 (Major)

Element 1.3.8: The Group Manager shall have a documented system which sets out its mission and objectives, policies and procedures for operational management and decision making in order to demonstrate ability to manage the group in a systematic and effective manner.

Findings :

The group manager have several procedures regarding operations management example :

- SOP no.59/KUD-TB/VIII/2016 regarding criterion and requirement become new member (*kriteria dan syarat menjadi anggota baru*),
- SOP no.53/KUD-TB/VIII/2016 regarding giving warning and sanction to group member (*pemberian peringatan and sanksi kepada anggota*),
- SOP no.70/KUD-TB/VIII/2016 regarding Appeal of member (*banding anggota*),
- SOP no.69/KUD-TB/VIII/2016 regarding Monitoring and Evaluation of member (*monitoring dan evaluasi anggota*),
- SOP no.57/KUD-TB/VIII/2016 regarding implementing internal Audit (*pelaksanaan audit internal*),
- SOP no.026/KUD-TB/III/2016 regarding Internal and External Audit and Corrective Action for Audit Findings (*audit internal dan eksternal dan tindakan perbaikan untuk temuan audit*),
- SOP no.025/KUD-TB/III/2016 regarding FFB record (*rekaman TBS*),
- SOP no. 023/KUD-TB/III/2016 regarding sales of FFB (*penjualan TBS*),
- SOP no.036/KUD-TB/III/2016 regarding Determination of FFB price (*penentuan harga TBS*)

Group manager has provided some records regarding implement of procedure above such as member application form, result of internal audit, FFB production report, a set of sales of FFB, sales of FFB report, minute of meeting for monthly meeting, fertilizer & pesticide report, etc.

Group manager has issued some decisions such as decree letter no.64/KUD-TN/VIII/2016 regarding RSPO supply chain model for KUD Teratai Biru, decree letter no.62/KUD-TB/VIII/2016 regarding internal auditor team, decree letter no.38/KUD-TB/III/2016 regarding record/document keeping time, adding unit on the organization chart be 10 units (one of decision in meeting dated on 9-10 March 2016), etc.

Compliance status :

- Yes
 No

Element 1.3.9: There shall be clear policies and procedures for communication between the Group Manager and group members.

Findings:

Based on organization chart of group manager has inform about communication/coordination and instruction line including communication to member group. Mechanism of communication to internal stakeholder example group member and head of group is verbal, brosur/plamfet/banner, monthly meeting and circular letter. Evidence of communication between group manager and group member or head of group are FFB price per month in year 2016, fertilizer price in year 2016 because KUD Teratai Biru as fertilizer shop (under PUSRI & Petrokimia Gresik), campaign of to stop burning land, banner regarding nutrient deficiency symptoms, signboard of fauna protected, signboard of FFB can be harvested criterion, signboard of PPE and meeting dated on 9-10 March 2016, member annual meeting dated on 30 March 2016, etc

Compliance status:

- Yes
 No

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Element 1.3.10: The group manager shall ensure all formal and prospective members understand the relevant RSPO Standards. This may include the development of a strategic plan on how group certification shall be achieved for prospective members, and the identification, definition and/or provision of training needs and/or communication strategies relevant to the implementation of the applicable RSPO Standard for Sustainable Oil Palm Production and the RSPO Standard for Group Certification. This can be provided directly by the Group Manager, an externally run training course or other means of provision of training or expertise.

Findings:

Group manager has carried out some training or socialization year 2016 such as training of ICS, RSPO, HCV and FPIC dated on November 18-19, 2015, training RSPO P&C and GAP for oil palm dated on December 8-10, 2015, training of first aid and the use of fire extinguisher dated on October 20, 2015 and training of IPM and sampling leaf and soil application dated on October 1, 2016. The target of training is group member be understand and will implementation it.

Total of participant each training above as below :

- Training of ICS, RSPO, HCV and FPIC : 16 persons/participants
- Training RSPO P&C and GAP for oil palm : 15 persons/participants
- Training first aid and the use of fire extinguisher : 35 persons/participants
- Training IPM and sampling leaf and soil application : 15 persons/participants

Group manager has maintained training record such as attendant list, photograph, meteri of training and certificates.

Based on meeting or discussion or new information that they have training programme year 2015 & 2016.

Compliance status:
 Yes
 No

Element 1.3.11: The Group Manager shall ensure that if any group marketing system is developed and managed for the group, this is mutually fair and transparent to enable the securing of raw materials or trading of the group members' collective produce, or setting-up of an equivalent arrangement. The group marketing system shall include; rules for purchasing and selling within the group, rules for claims of RSPO certified, dissemination of markets, and price information and related logistics (i.e. transportation to mill etc).

Findings:

The group manager has established procedure of sales of FFB (SOP no. 023/KUD-TB/III/2016) in order to manage FFB sales & pesticide & fertilizer sale and to ensure that the sales processes are transparent and mutually beneficial between KUD Teratai Biru and members of farmer groups.

Based on interview with some group members in Makmur Jaya group (owner kavling no.10 & 21), Mekarsari group (owner kavling no.68, 106, 107, 98 & 100) and Sido Dadi group (owner kavling no.148, 141 & 155) that group manager has fair and transparent regarding FFB price, FFB sales, pesticide sales and fertilizer sales.

During audit, rules for claims of RSPO certified was available but it is not implemented because KUD Teratai Biru will implementation after certificate issue.

Compliance status:
 Yes
 No

Element 1.3.12: The Group Manager shall ensure that the total of all sales and claims of RSPO certified FFB production from group members does not exceed the total certified FFB production of the group in its entirety.

Findings:

The group manager has not sell certified product because this is audit is intial audit for certification. The requirement is not applicable at this time and will be checked during next surveillance audit.

Compliance status:
 Yes
 No
Not ap-

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	licable
<p>2. Group management documentation requirements. <i>The Group Manager assesses compliance of the plantation practices and manages group members to ensure compliance with the RSPO Standard for Group Certification and the relevant RSPO Standard for Sustainable Oil Palm Production. The Group Manager shall have a documented internal system that contains the elements necessary for assessing the performance of group members and their plantations</i></p>	
<p>2.1 Group management document structure and content <i>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.</i></p>	
<p>Element 2.1.1: The Group Manager shall have an operating structure that defines group management documentation (i.e. internal control systems), decision-making and responsibilities within the group.</p>	
<p>Findings:</p> <p>KUD Teratai Biru has an operating structure led by Pak Ajusman and supported by head of clusters and 11 different units fulfilling various functions in the organization. The group manager have job description and responsible for each unit, head of group manager, secretary and treasurer. Moreover, there are job description and responsible for head of cooperative, secretary and treasurer inside deed of incorporation cooperative, deed of 1st amendement cooperative and deed of 2nd amendement cooperative too.</p>	<p>Compliance status: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Element 2.1.2: All group records shall be retained for at least 5 years.</p>	
<p>Findings:</p> <p>Group manager has issued decree letter regarding document/record keeping period (no. 38/KUD-TB/III/2016 dated on 01 March 2016). Based on letter decree it, all documents relate of RSPO certification will be retained for at least 5 years. During audit, group manager and group has kept several documents and records example procedure, decree letter, list of grup member, member registration record, copy of freehold title, FFB sales, note of FFB production each member, etc</p>	<p>Compliance status: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Element 2.1.3: The Group Manager shall have documented membership requirements for the participation of individual members in the group. This shall include:</p> <ul style="list-style-type: none"> • Requirements and procedures for joining the group • Requirements and procedures for leaving the group • Procedures for incorporating a remedial system for member non-compliance • Procedures for expulsion from the group 	
<p>Findings:</p> <p>Group manager have some procedures regarding joining the group, leaving the group, remedial system for member non-compliance and expulsion from the group such as :</p> <ul style="list-style-type: none"> • SOP No 59/KUD-TB/VIII/2016 dated on August 1, 2016 regarding criterion and requirement become new member (<i>kriteria dan syarat menjadi anggota baru</i>), • SOP No 53/KUD-TB/VIII/2016 dated on August 1, 2016 regarding giving warning and sanction to group member (<i>Pemberian Peringatan dan Sanksi Kepada Anggota</i>), • SOP No 70/KUD-TB/VIII/2016 dated on August 1, 2016 regarding Members Appeal (<i>Band-ing Anggota</i>), • SOP No 69/KUD-TB/VIII/2016 dated on August 1, 2016 regarding Member Monitoring and Evaluation (<i>Monitoring dan Penilaian Anggota</i>), 	<p>Compliance status: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

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- Mechanism of leave the group including reinstatement of membership and category of reason of leaving the group.
- Requirements for join the group has explained on SOP No 59/KUD-TB/VIII/2016, i.e :
- All potential members must fulfill the following criteria :
 - 1) Owns an oil palm plantation in Peninggalan and/or Bumi Kencana Village
 - 2) Has legal ownership over the land with clear evidence of SHM (Land Ownership Title)
 - 3) The land where the oil palm is planted must not be on peat soil, primary forest or areas involved in land disputes or conflict
 - 4) The oil palm on the land must be planted prior to November 2005
 - 5) The palm seedlings used must be from of superior quality obtained from official seedling suppliers.
 - A farmer that fulfills the criteria mentioned above can then fill up the registration form to be accompanied with the following documents :
 - 1) A copy of Identity Card (*Kartu Tanda Penduduk*)
 - 2) A copy of Family Card (*Kartu Keluarga*)
 - 3) A copy of land ownership title or freehold title (*Sertifikat Hak Milik*)
 - 4) Fill up a statement sheet declaring that the land where the oil palm is planted must not be on peat soil, primary forest or areas involved in land disputes or conflict
 - 5) Prepare a statement stating willingness to adhere to all RSPO requirements
 - 6) A copy of Tax Number (*Nomor Pokok Wajib Pajak*), if there is

Element 2.1.4: There shall be a group-level operation manual that includes the following:

- **Internal assessment protocols**
- **Policies and procedures for accepting / removing members**
- **Policies and procedures for applying corrective action requests (CARs) to group members for non-compliance with the relevant RSPO standards**
- **Procedures for communicating corrective action requests (CARs)**
- **Clear description of the process to fulfill any correction action requests (CARs) issued internally by the Group Manager or by the certification body including timelines and the implications if any of the CARs are not complied with**
- **Policies and procedures for handling complaints, appeals, corrective action requests (CARs), and group member performance assessment**
- **Policies and procedures for group monitoring, including carrying out and updating group risk assessment and annual surveillance of group members**

Findings:

Group manager have some procedures of operation such as :

- SOP No 59/KUD-TB/VIII/2016 dated on August 1, 2016 regarding Criteria and Conditions to Become a New Member of the Group Scheme (*kriteria dan syarat menjadi anggota baru*) including accepting or removing members,
- SOP No 53/KUD-TB/VIII/2016 dated on August 1, 2016 regarding Issuance of Caution and Membership Sanctions (*Pemberian Peringatan dan Sanksi Anggota*),
- SOP No 70/KUD-TB/VIII/2016 dated on August 1, 2016 regarding Members Appeal (*Banding Anggota*),
- SOP No 69/KUD-TB/VIII/2016 dated on August 1, 2016 regarding Member Monitoring and Evaluation (*Monitoring dan Penilaian Anggota*) including group member performance assessment,
- Mechanism of leave the group including reinstatement of membership and category of reason of leaving the group,
- SOP No 57/KUD-TB/VIII/2016 dated on August 1, 2016 regarding Implementation of Internal Audit (*Pelaksanaan audit internal*) including internal assessment protocols and carrying out and updating group risk assessment and annual surveillance of group members,
- SOP NO 026/KUB-TB/III/2016 dated on March 1, 2016 regarding Internal and External Audit and Corrective Action for Audit Findings (*Audit internal dan external dan perbaikan*)

Compliance status:

- Yes
 No

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<p><i>temuan audit</i>) including handling and applying corrective action requests (CARs), process to fulfil corrective action requests (CARs),</p> <ul style="list-style-type: none"> • SOP No 025/KUD-TB/III/2016 dated on March 1, 2016 regarding recording of FFB (<i>Pen-catatan TBS</i>), • SOP No 023/KUD-TB/III/2016 dated on March 1, 2016 regarding sales of FFB (<i>penjualan TBS</i>), • SOP No 036/KUD-TB/III/2016 dated on March 1, 2016 regarding Determination of Price of FFB (<i>penetapan harga TBS</i>) 	
<p>Element 2.1.5: The Group Manager shall develop and maintain a database of group members included within the Group Scheme. This includes the information below as a minimum for each member:</p> <ul style="list-style-type: none"> • A copy of each group members 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, etc • 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 • Results from the last internal and external assessments showing performance levels to the relevant RSPO Standard for Sustainable Oil Palm Production, including dates these were carried out, any plans for implemented improvement and corrective action requests (CARs) raised and closed out for each group member • The date of group membership acceptance and date of departure or expulsion from the group if relevant • Maps of the plantation area for each group member. This can be in the form of individual maps or a collective map covering all group members 	
<p>Findings:</p> <p>KUD Teratai Biru has provided and maintain database of group members included within the Group Scheme as seen on document :</p> <ul style="list-style-type: none"> • List of group member per each group including size of plntion areas, total of palm trees, year of planting and type of land ownership. • Member registration record including name of member, place and birth date, location or address, telephone number, type of plantation, size of plantation areas and type of land ownership. • A set book of group member such as total annual FFB production (per month), volume of fertilizer & pesticide used (per month). • Recapitulation of annual FFB production, volume of fertilizer used and volume of pesticide used per group, group member, FFB sales, • Projection of annual FFB production per group member, group and group manager • Kavling map for scheme smallholder per group • Cadastral map for scheme smallholder • Result of internal and external audit/assessment including dated of internal & external audit, correction action request (CARs) raised, evidence of finding from internal & external audit per each group member • Member registration record including the date of group membership acceptance 	<p>Compliance status:</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Element 2.1.6: A summary of all the data on land use (in hectares) shall be kept and regularly updated covering the entire group that includes at least the following:</p> <ul style="list-style-type: none"> • Total overall land area for each group member • Total oil palm planted area for each group member • Total RSPO certified production area for each group member • Other crop production areas (i.e. non oil palm) for each group member if any • Total undeveloped area or areas set aside for any particular reason (i.e. conservation, customary, identified HCV etc) for each group member, if any • Total area with infrastructure for each group member, if any 	

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<p>Findings:</p> <p>The group manager have data on land use for each group member such as cadastral map from national land agency, freehold title from national land agency, map of each group member and or group, total of oil palm planted areas and total RSPO certified production areas but total overall land area and total area with infrastructure was not available so that it has raised as non-conformity (NCR No. RSPO00775 & RSPO00776). Whereas, information of other crop production areas and total undeveloped area or areas set aside for any particular reason for each group member was not available because it is not any.</p>	<p>Compliance status:</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>NCR No RSPO 00775</p> <p>NCR No RSPO 00776</p>
<p>2.2 Internal Assessment System</p>	
<p>Element 2.2.1: Prospective members intending to join the group to be included under group certification shall only be allowed to become formal members of the group after an initial compliance assessment for entry by the Group Manager. This initial assessment will determine that all group members who formally join the group with the intention of being included under group certification, are able fulfill the group membership requirements and are able to meet the relevant RSPO Standard for Sustainable Oil Palm Production.</p>	
<p>Findings :</p> <p>During audit, there are not prospective members so that the group manager do not initial compliance assessment for entry</p>	<p>Compliance status:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Not applicable</p>
<p>Element 2.2.2: The Group Manager shall implement a regular and ongoing internal assessment programme for all current group members that includes at least the following:</p> <ul style="list-style-type: none"> • Internal assessments shall be documented and these documents maintained for 5 years • Regular (at least annual) internal assessment visits to a sample of group members to confirm continued compliance with all the requirements of the relevant RSPO Standard for Sustainable Oil Palm Production and RSPO Standard for Group Certification. All members shall be monitored at least once during the period of validity of the group certificate (normally 5 years) • The Group Manager shall identify the relevant RSPO Standard for Sustainable Oil Palm Production that is appropriate for each group member. It is the performance against this standard that is assessed at each internal assessment • The sample size for internal assessments shall be based on a risk assessment of the group members, where a higher risk requires a higher sample size • The sample size shall be determined by the formula $(0.8/y) \times (z)$, where z is the multiplier defined by the risk assessment. Low risk = multiplier of 1, medium risk = multiplier of 1.2, high risk = multiplier of 1.4 • The group shall use a minimum sample to be visited annually for internal assessment of $(0.8/y)$, where y is the number of group members, and where selection of group members is based on random selection techniques • The Group Manager shall ensure that different group members are visited in each annual internal assessment to those that have been selected for assessment by the certification body, unless there are circumstances which require a revisit of the same members (e.g. pending corrective action requests (CARs), complaints received from stakeholders, risk factors etc) • Additional internal assessments shall be scheduled when potential problems arise or when the Group Manager receives information from stakeholders about alleged non-conformities of 	

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the relevant RSPO Standard for Sustainable Oil Palm Production by group members

Findings:

Last internal audit has carried out dated on June 2016 & 18-21 October 2016 by internal audit section and the result of internal audit is 50 NCRs (audit on June 2016) and 84 NCRs (audit dated on 18-21 October 2016) for all groups.

The group manager has provided internal audit record and document such as agenda or schedule of internal audit, list of group member as audit sample, chart of member risk assessment (including category of the multiplier defined by the risk assessment and total of member sample i.e low risk (multiplier of 1), total of sampel is 11 members each internal audit), result of internal audit and evidence of CARs.

Based on the result of internal audit that all findings has closed by group manager, group and group member before main certification by third party or external audit. It has based on the result of verification to evidence of CARs by internal audit unit.

Group manager have working plan or programme year 2017 where one of activities is internal audit. Internal audit year 2017 will be doing January 2017.

Compliance status :
 Yes
 No

Element 2.2.3: Non-conformities identified by the Group Manager shall be resolved internally according to a documented system of applying corrective action requests (CARs). See 2.1.4.3

Findings:

Last internal audit has carried out dated on June 2016 & 18-21 October 2016 by internal audit section and the result of internal audit is 50 NCRs and 84 NCRs (all groups). During certification audit, all NCRs from internal audit has closed by internally and their evidence was available but the category of finding (NCR) has not stated as major or minor according SOP no.026/KUD-TB/III/2016. It was raised as non-conformity (NCR no. RSPO00777).

Compliance status:
 Yes
 No

NCR No RSPO 00777

3. Chain of Custody.

The group manager shall have a system in place to enable the trading of RSPO certified FFB produced from the group

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 record of harvesting note or FFB productivity per month. It has collected by head of group based on result of FFB harvesting every group member and day. The organization has information/data about result of harvest (volume of FFB (tonnasse)) 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 group member in form of the delivery order number or recapitulation of FFB delivery note through transporting/FFB unit. In the book, there are information about name of farmer from FFB was harvested and it was categorized as FFB certified. The group will paying each group member monthly according to the harvest and will be given a signed payment received slip that is kept by both the group and group member as evidence of FFB paid. Mechanism above has reffered to SOP no.023/KUD-TB/III/2016.

Compliance status:
 Yes
 No

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

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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 group manager have sales of FFB procedure (SOP no.023/KUD-TB/III/2016) which it has explained that FFB from all group member areas is FFB certified and it has designed too that non-certified FFB are not sold as RSPO certified FFB.

During audit, has not been sold as RSPO certified FFB because RSPO certificate has not been issued. Whereas, RSPO supply chain model has stated by group manager i.e Mass Balance (MB). It has covered on decree letter no.64/KUD-TB/VIII/2016 dated on August 1, 2016.

Based on the information of FFB sales period of January to September 2016 that all FFBs from group member areas so that their status is certified FFB.

Compliance status:
 Yes
 No

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 group manager have sales of FFB procedure (SOP no.023/KUD-TB/III/2016) which it has explained that group manager will ensure that all invoices for sales of RSPO certified FFB are issued was complied with the required information as annex 6 of the RSPO SCCS, Nov 2009.

During audit, the group manager has not been sold certified FFB so that document of invoice for sales of RSPO certified not available and evidence of group manager ensuring that invoice for sales of RSPO certified FFB was complied with annex not available too.

Compliance status :
 Yes
 No
Not Applicable

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 using FFB delivery slip to buyer on behalf of farmers where there are information of delivery date/day, quantity/volume (tonnase), transport (car number plate and name of driver), name of product, supply chain model, sign of estate and sign of receipt. Futhermore delivery FFB to Tirta Agung mill has prepared form especially 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 in estate and note (there are information of smallholder FFB – MB).

Compliance status:
 Yes
 No

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

- ***Invoices and receipts (purchase and sale)***
- ***Information on transport***
- ***The relevant group members" group identification number***
- ***Description of the product sold (i.e. RSPO certified or not), product volume and destination***

Findings:

There are no sales of certified product as yet. However information on FFB sales are kept in the KUD Teratai Biru office and also by the head of group such as FFB delivery note and payment slip from group manager to head of group and head of group to group member.

Compliance status:
 Yes
 No

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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.

Findings:

Group manager have decree letter no. 38/KUD-TB/III/2016 dated on 01 March 2016 regarding document keeping period. It has explained that all documents relate of RSPO certification shall keep at least 5 years. Document or record transaction of FFB was available example FFB delivery note dated on 23 June 2016 on behalf kavling 26 – Makmur Jaya group amount of 335 kg and their payment slip.

Compliance status:
 Yes
 No

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. It is the responsibility of the Group Manager to ensure that the intermediary shall comply with the following conditions:

- There shall be a contract between the intermediary and the Group Manager
- The intermediary shall have complete purchasing and selling records
- The intermediary shall have RSPO supply chain systems in place to separate certified from non-certified materials through any of the RSPO supply chain options (i.e. Identity Preserved, Segregation or Mass Balance)

Findings:

Group manager delivery FFB to nucleus's POM as sale of FFB so that sales of FFB direct to POM and there is not intermediary party. Based on condition above that it is not applicable.

Compliance status:
 Yes
 No
Not Applicable

B. Findings against RSPO Principles & Criteria (P&C) for Independent Smallholders

Criterion 1.1: Oil palm growers and millers provide adequate information to other stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages & forms to allow for effective participation in decision making.

Findings:

KUD Teratai Biru has procedure for request data and information, No Doc. 038/KUD-TB/III/2016 Issued on date March 1, 2016. This procedure describes the process of data and information request from stakeholders to KUD Teratai Biru.

KUD Teratai Biru maintain a log book of request data and information. There are records of data and information request from stakeholder in year 2016 such as :

- a. Request for ID card, Family Card and number of tax mandatory on date March 12 2016 from PT Lonsum
- b. Request for tax faktur's KUD Teratai Biru on date June 22, 2016 from PT Lonsum
- c. Returns list of attendees visit di KUD Teratai Biru on date august 25, 2016 form PT Lonsum

There is evidence that KUD was response and feedback information requested by stakeholders in a timely.

Organizations establish the shelf life of documents for 5 years, including records of requests for data and information, as stated in the Chairman of KUD Teratai Biru Decree No.

Compliance status :
 Yes
 No

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38/KUD.TB/III/2016 on date March 1, 2016.

KUD Teratai Biru has also a log book of ingoing and outgoing letters, minutes of the annual members meeting, and board meetings. There is record of a log book ingoing and outgoing letters, minutes of the annual members in 2016, example :

- a. Letter Number: 074/KUD-TB/X/2016, on date October 21, 2016 regarding request Delivery Order/SPBS FFB to PT Lonsum.
- b. Letter Number: Sprin/106/X/2016 regarding letter of assignment for security from head of sector police of Tungkal Jaya.
- c. Record of minutes of the annual members meeting KUD Teratai Biru on date March 30, 2016.

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:

KUD Teratai Biru set kinds of documents that can be accessed by stakeholder. The document consist of FFB price, data of smallholder organization member (KUD), fertilizer price, legal ownership of the land in the form of certificate of ownership (Sertifikat Hak Milik), number of fertilizer, social and environmental impact identification document. During certification audit, there are not stakeholders request of document it.

KUD Teratai Biru has social and environmental impact assessment document. There is record of social and enviromentall impact identification such as :pollution due to fertilizer, pollution due to pesticide spraying activity, Land fires, reduction in the amount of water in the soil, employment opportunities, jealousy and social inequality. Organization has management plan to effort controlling environmental impact.such as Install signboard burning land is prohibited, put up signs prohibiting the use of fertilizers around the river, planting trees around the river.

The social and environmental impact identification document is kept in KUD Teratai Biru filing in Peninggalan Village, Tungkal Jaya Sub District.

Compliance status:

- Yes
 No

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

Findings:

KUD Teratai Biru has a list of applicable regulations to palm oil plantation activities on the KUD Teratai Biru such as : Law no.12 year 1992 (governing plant cultivation system in Indonesia), Law no.32 year 2009 (Concerning Protection And Management of Environment), Law no.13 year 2003 (employment), Law no.23 year 2007 (environment), Law no. 04 year 1982, Law no. 25 year 1992, Government Regulation No. 7 year 1999, Government Regulation No.16 year 2007, Government Regulation No.74 year 2001, Ministry of Agriculture Regulation No. 1 year 2007, Ministry of Agriculture Regulation No. 14 year 2009, Ministry of Agriculture Regulation No. 82 year 2013, Ministry of Agriculture Regulation No. 14 year 2013, Ministry of Environment Regulation No.13 year 2010, Ministry of Environment Regulation No. 12 year 2012, Ministry of Agriculture Regulation No.98/Permentan/OT.140/9/2013),

KUD has a mechanism to ensure that laws and regulation are implemented as stated in document procedure for identification and implementation legislation, No. 058/KUD-TB/VIII/2016 issued on date August 1, 2016. The procedure also describe to make adjustments to the regulatory changes. Evidence of law and regulation compliance presented in summary legislation and its arrangement in 2016. Meanwhile there is evidence of changes in regulations applicable adjustments in 2016 in summary legislation and its arrangement too.

There are evidences that the KUD has fullfill implementation the applicable regulation are :

- o KUD have complied with the Law no.12 year 1992, governing plant cultivation system in Indonesia. KUD has manuai/SOP for plant cultivation and implemented in the field

Compliance status:

- Yes
 No

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- KUD Teratai Biru has permit legal entities, No. No. 0060.a/BH/PAD/VII.3/V/2012 from decision of the minister of Cooperatives and Small and Medium Enterprises, Republic of Indonesia issued on date November 12, 2016, complied with the law no 25 year 1992.

Whereas, plantation registration letter (STD-B) and environmental management & monitoring letter (SPPL) still in-process. There are some documents regarding plantation registration letter (STD-B) processing and environmental management & monitoring letter (SPPL) processing.

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

Findings:

Group Manager are able to show legal ownership of the land in the form of certificate of land ownership or freehold title (Sertifikat Hak Milik) and land information letter (Surat Keterangan Tanah) which issued by the head of village. Land information letter (Surat Keterangan Tanah) which issued by the head of village as temporary document because certificate of land ownership or freehold title in-process. Group member has certificate of ownership or freehold title amount of 127 persons and the other (56 persons) are the form of a land information letter from head of village and statement letter regarding freehold title still in-process. Results of checking document of land legality that copy of certificate of ownership or freehold title (Sertifikat Hak Milik) and land information letter (Surat Keterangan Tanah) which issued by the head of village was available. Group member areas is ex-scheme smallholder areas

Based on picture 2 above that Map of the distribution of independent palm oil estates of KUD Teratai Biru based on participatory mapping has been obtained.

Land borders are marked in the form of trenches, walkways, stacks of palm oil midrib was dead and pillar of boundary (not all) where it have been agreed between the two sides neighboring/adjacent.

Compliance status:
 Yes
 No

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:

Based on explanation on indicator above regarding type of land title so that there is no customary rights or traditional right in the group member areas as example condition that there is purchase certificate of land inside Sabar Menanti group, between previous land owners (Mr Suyadi) to current land owner (Mr John Heri) with area of 12,500 m² (kavling number 130) - located in the Peninggalan Village, dated June 17, 2015. Evidence of purchase receipt IDR. 85.000.000, -

Compliance status:
 Yes
 No

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

Findings:

Group manager has operational work plan year 2016 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 all group member areas.

Compliance status:
 Yes
 No

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

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Findings:

KUD Teratai Biru has manual/SOP for land clearing, nursery, harvesting, manuring, pruning, pest management, weed control, ex-agrochemicals containers handling, etc. During visit field to areas at Cinta Damai and Sumber Rezeki farmer group estate, worker and farmer has understood harvesting process accordance against SOP harvesting, 47/KUD-TB/III/2016, issued on date March 1, 2016.

There are evidence that procedure implemented as example record of the use of fertilizers year 2016 (January-September 2016) per group member, record of the use of pesticide year 2016 (January-September) per group member, record of FFB harvest year 2016 (until September 2016) per group member. Whereas, handling of ex-agrochemical has not been provided evidence of implementation it (refer to indicator 4.6).

KUD Teratai Biru has keeps the fertilizer application record year 2016. Types of fertilizers used are KCL and NPK. Volume of fertilizer used by each farmer group year 2016 (until September 2016) such as :

- Makmur Jaya farmer group amount of 20,250 Kg consist of Urea : 13,500 Kg and KCl : 6,750 Kg,
- Sumber Rezeki farmer group amount of 18,200 Kg consist of NOK : 11,200 Kg and KCl : 7,000 Kg
- Cinta Damai farmer group amount of 17,550 Kg consist of NPK : 10,800 Kg and KCl : 6,750 Kg,
- Mekar Sari farmer group amount of 19,500 Kg consist of NPK : 12,000 Kg and KCl : 7,500 Kg
- Sabar Menanti farmer group amount of 15,050 Kg consist of NPK : 11,200 Kg and KCl : 3,850 Kg
- Harapan Jaya farmer group amount of 15,600 Kg consist of NPK : 9.600 Kg and KCl : 6,000 Kg,.
- Sido Dadi farmer group amount of 14,250 Kg consist of NPK : 9,500 Kg and KCL : 4,750 Kg

Moreover, Group manager has maintained total of FFB production year 2016 (till September 2016) where their information has described below :

No	Farmer Group	Total area (ha)	FFB Production (Tonnes)
1	Makmur Jaya	44.30	924.10
2	Sumber Rezeki	46.37	971.92
3	Cinta Damai	44.00	891.88
4	Mekar Sari	49.50	912.29
5	Sabar Menanti	48.00	784.32
6	Harapan Jaya	38.00	653.22
7	Sido Dadi	48.00	785.28
TOTAL		318.17	5,923.01

Compliance status:
 Yes
 No

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

Findings:

Good agriculutre practices and soil fertility managing implemented based on following procedures for example fertilizer application for oil palm SOP no 49/KUD-TB/III/2016. Scheme independent smallholders also has conducted tissue sampling analysis on October 15th 2016, as reference for next year recommendation fertilizer programme.

Realization for 2016 fertilizing was done based on recommendation from PT London Sumatera, e.g : NPK (2 kg/stands), KCl (1 kg/stand). Records for fertilzer usages from each farmer groups are available in fertilizer cost report, for examples :

- Makmur Jaya farmers group, NPK applications are 13.5 tonne for 6804 stands (pokok)
- Sidodadi farmers group, KCl applications are 4.75 tonne for 4864 stands (pokok)

Compliance status:
 Yes
 No

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The record of FFB production year 2015 and 2016 (January to September 2016) each farmer group was available. Information has stated on **Table 4.a & 4.b** above.

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

Findings:

Based on field visit in during audit and topography maps with 1 : 20,000 scale that smallholders areas dominated by flat topography (0-3°)

Group manager areas have not evidence of ground cover crops establishment during immature plantings because their year of planting is 1997 and it have not new development areas.

Based on field visit in during audit and based on soil maps with scale 1:20,000 was found there is no indications of fragile soils (peat soils, slope > 40%).

Based on information above so that it is **not applicable (N.A)**.

Group manager have road maintenance budget and their programme as example :

- Sidodadi Farmers group, realization until September 2016 are 150 metres
- Sumber rejeki farmers group, realization until September 2016 are 200 metres
- Cinta damai farmers group, realization until September 2016 are 100 metres

Field visit in during audit, on the Sabar menanti farmers group shown the independent smallholders has realized road maintenance programme for production access.

Compliance status:
 Yes
 No

Not Applicable

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

Findings:

KUD Teratai Biru has maintained record of use of pesticide and fertilizers in year 2016 for all farmer group. Data of use of pesticide such as Glisat 480 SL : 223 liter, Gramoxone 276 SL : 159 liter , Ally 20 WG : 11 kg. Meanwhile volume of fertilizer application such as NPK : 77,800 Kg, KCL : 45,750 Kg.

Indicator 4.3 above has explained that group manager areas is flat (majority) so that evidence of effort to prevent erosion on planted areas was not available.

Base on the record of checklist identification HCV on KUD Teratai Biru in 2016, there are two natural water sources, namely Suak Pulau river and Batu river. Group manager has conducted socialization to protection for natural water sources in form of installing signboard prohibited for chemish application. However, result of field visit that there is no provided evidence of an effort to protection natural water source (Suak Pulau river) in block 130 Cinta Damai farmer groups for the chemical activities (fertilizer application and spraying pesticides). It was raised as non-conformity (**NCR no. RSPO0078**).

Compliance status:
 Yes
 No

NCR No RSPO 0078

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

Findings:

Plant protection mechanism-pest and disease are listed on procedure no 52/KUD-TB/VIII/2016. Result for IPM monitoring implementations are documented on quarterly census report for ganoderma, rat, and leaf eater caterpillar (include *oryctes*). Overall integrated pest management technique implemented by independent smallholders are pest and disesase detection - pest and disease census - integrated pest management by chemist (if necesarry).

During 2016 periods, all census for pest and disease shown that attack levels are still below economically threshold (<10%), resulting Teratai Biru Cooperative units not

Compliance status :
 Yes
 No

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controlled pest and disease with chemical applications. For example rat census for Makmur Jaya farmers group on september 12th 2016, with following details : total areas 44 ha, number of sampling stands 18, number of attacked stands 1, attacked percentage 5.5% (< threshold)

Interview with members of Mekar sari farmers group shown they have proper knowledge and understanding with integrated pest management, for example types of oil palm pest and diseases, and management for pest and disease. KUD Teratai Biru also have conducted training on October 15th 2016 related to integrated pest management (attendance list and minute of meeting are available)

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:

Training for agrochemicals usage and handling have been conducted by KUD Teratai biru for its members on 8-10th December 2015, attended by 134 members, with subjects such as palm oil common weeds, herbicide applications, pesticide dosage, and weeds controlling.

Document verification shown that members of KUD Teratai Biru uses 3 types of agrochemicals and all of agrochemicals are allowed and registered in Fertilizer and Pesticide Commission in Ministry of Agricultural, e.g :

- Glisat 480 SL (isopropil amina glifosat 480 g/l) with permit date on 6 July 2017 and number : RI 01030120072940
- Medally 20 WG (metil metsulfuron 20%) with permit dated on 22 June 2018 and number : RI 01030120042289
- Gramoxone 276 SL (paraquat diklorida 276 g/l) with permit dated on 18 March 2017 and number RI 010301197436

Based on document verification, species target, dosage and methods for agrochemicals usage has been documented by Teratai biru cooperative unit for examples :

Types of weed	Types of herbicides	Dosage/ha
Soft grass	isopropil amina glyphosate	1-2 litre
Broad leaf	metil metsulfuron	100 gr
Cyperus & fern	paraquat dichloride	1 litre/ha

Smallholder organization has established procedure no.60/KUD-TB/VIII/2016 regarding to health and safety. During main assessment filed visits, auditors teams did not find any agrochemicals applications on field because pesticides applications programme has been completed conduct on April 2016. Interview with members and field workers shown that for pesticides applicator, all workers has using PPE properly. For example, safety shoes, apron, mask, safety google, rubber gloves and uniform.

There is no pesticides storage activities on KUD Teratai Biru. Independent smallholders use pesticides where they was purchased directly when they will conduct pesticides applications. KUD teratai Biru also have procedure related to agrochemicals disposal stated on procedure 029/KUD-TB/III/2016 but KUD Teratai Biru have not shown evidence for disposing pesticides/agrochemicals container according to current provision. This was raised as a minor non-conformity (**NCR No. RSPO0079**).

Based on interview with workers and members of KUD Teratai Biru found that there is no

Compliance status:
 Yes
 No

NCR No RSPO 0079

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pesticides poisoning case for applicators during this time.

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

Findings:

KUD Teratai Biru have procedure for health and safety listed on procedure 57/KUD-TB/IX/2016. This procedure stated that group manager provides supporting facilities for EHS such as helmet, goggles, mask, gloves, shoes, and first aid.

KUD Teratai Biru and Setara NGO's have conducted training related to safe working practices and emergency actions, procedure and accident handling on October 20th, 2016 (attendane list are available on organization office). Interview with Harapan Jaya farmers group workers during field visit shown that they are equipped with PPE, they understanding about first aid, handling, and responses if emergency accident occurs.

KUD Teratai Biru has conducted the hazard identification and risk assessment covering all work activities. In conducting the hazard identification is considered an accident that occurred in the field to determine the risk assessment and risk control are evaluated every year. For examples, potential risk identified are derived from activites such as harvesting, manual weeding, pruning, pestices applications, fertilizing, pesticides container stroring.

Compliance status:
 Yes
 No

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

Findings:

KUD Teratai Biru has some training programs in 2016 such as : land fire prevention, First aid, Sosialization and training of RSPO and ICS for every member, Sosialization and training of HCV and health and safety for every member, Sosialization requirement and hazardous waste for every member Domestic Waste Management, Enviroment management, IPM training.

In year 2016 KUD Teratai Biru has conducted some training such as: Training of ICS, RSPO, HCV and FPIC on date November 18-19, 2015, followed by 16 partisipant, Training P&C RSPO and GAP for palm, on date December 8-10, 2015, followed by 15 partisipant, Training of First aid and the use of lightweight fire extinguisher, on date October 20, 2015, followed 35 partisipant, Training of IPM and sampling leaf and soil application on date October 1, 2016, followed by 15 partisipant. Small Holder organization maintain record of training such as List of attendees and certificates.

Compliance status:
 Yes
 No

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:

KUD Teratai Biru has environmental impact assessment document was issued on October 2016. In the document, there is record of enviromentall impact identification such as pollution due to fertilizer, pollution due to pesticide spraying activity, land fires, reduction in the amount of water in the soil.

Organization has management plan to effort controlling environmental impact.as below :

- a. Install signboard burning land is prohibited

Compliance status:
 Yes
 No

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- b. put up signs prohibiting the use of fertilizers around the river
- c. planting trees around the river

During visit at the field, there is evidence that KUD has implemented an environmental management plan in the form of Install signboard burning land is prohibited at Cinta damai and Sumber Rezeki farmer group. Moreover, one of group member areas (block 130) in Cinta Damai group has planted tree around the river or natural source but group manager and group member has agreed that they will cutting trees it and not plating in replanting period and there is not spraying and fertilizer activities around the river or sign it although the sign/mark has not been installed.

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:

KUD Teratai Biru have check list of HCV identification and management & monitoring of HCV aspect effort year 2016 where it has appropriated with appendix 1 on standard. Check list of HCV identification as one of input regarding protected species and habitat with HCV.

KUD Teratai Biru has conducted sosialisasi protected species, through training HCV on date November 18-19, 2016 and has conducted identification of protected species by each farmer group. Based on the record of identification protected species, there is found protected species, namely Kantong Semar (*nepenthes* spp). Kantong semar is protected species by Government Regulation 7/1999 regarding preservation of plant and animal.

The result of field visit, there is tropical pitcher plant (*kantong semar*) at Sumber Rezeki farmer group. KUD Teratai Biru conducting to protection Kantong Semar through install signboard at location.

Base on interview to individual member of farmer group, if there is found protected species, individual member will be report to KUD Teratai Biru. There is evidence that KUD already conducted socialization to protection for species through install signboard hunting, killing and selling is prohibited. During certification audit, there is no found protected animal.

KUD Teratai Biru has determined the person responsible for managing protected species, at state chairman of KUD, No. 066/KUD-TB/VIII/2016 issued on date August 1, 2016, namely Hindarto, Darmin and Irawan.

Compliance status:
 Yes
 No

Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner

Findings:

KUD Teratai Biru have established procedure for ex-agrochemicals containers handling, listed on procedure 029/KUD-TB/III/2016. Based on interview with members of Harapan Jaya farmers group and Mekarsari farmers group workers obtained informatiins that all of ex agrochemicals containers are kept in specific storehouse, all ex-agrochemicals containers not can be reused for other activities and the disposal of ex-agrochemical after specific storehouse that group manager will following the disposal instruction on manufacturer/s labels. It has accordance with procedure above.

KUD Teratai Biru has shown the evidence for ex-agrochemicals storage in storehouse, listed on ex-agrochemicals containers document. Until September 2016 total ex agrochemical containers for examples are : ex glisat containers from Makmur Jaya farmers group 25 pcs, ex gramoxone containers from Sumber rejeki farmers group 21 pcs, and ex gramoxone containers from Cinta damai farmers group 12 pcs.

Interview with members of farmers group, workers including surrounding villagers shown that there is no complaints from local communities related to disposal of hazardous chemicals

Compliance status:
 Yes
 No

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

Findings:

Based on standard or requirement that this provision does not apply to independent smallholders

Compliance status:
 Yes
 No

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:

KUD Teratai Biru has a zero burning policy. The land was cleared a long time ago. During the visits to the estates, there were no evidence to suggest that there was open burning practiced.

Compliance status:
 Yes
 No

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

Findings:

Based on standard or requirement that this provision does not apply to independent smallholders

Compliance status:
 Yes
 No

Not Applicable

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

Findings:

KUD Teratai Biru have identification records the impact of plantation operational activities to the surrounding community gardens organized in October 2014, as follows :

The positive impacts are as follows:

- 1) Increasing community income
- 2) Employment opportunities for people in Peninggalan and Bumi Kencana villages
- 3) Strengthen cooperatives as institutional in carrying out its functions in serving the needs of members in particular and society in general
- 4) Creating a good cooperative relationship between the farmers and farmers groups and cooperatives (KUD) also KUD with a partner or other stakeholder.
- 5) Increase knowledge about the cultivation of palm oil as well as increase the professionalism of human resources through training for farmers.

The negative impact that have been identified is the possibility of jealousy and social gaps arising among the farmers in the group and those not in the group.

Interviews with farmers, they understand the positive and negative impacts of the plantation. Cooperative members know and with simply sentences explained the impact such knowledge around palm oil cultivation.

Compliance status:
 Yes
 No

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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:

KUD has Standard Operational Procedure :

1. Communication and Consultation with Others No: 030 / KUD-TB / III / 2016 dated March 1, 2016, which explained that: In the process of communication and consultation with the stakeholders, government or other related parties, which are formal meetings or visit, there are several steps that must be run by cooperatives and other parties.
2. Standard Operating Procedures Data and Information Request No: 028 / KUD-TB / III / 2016 dated March 1, 2016, which contains the mechanism of data requests and information from other parties or members, there are several steps that must be run for party request data and information.

Based procedure No: 028 / KUD-TB / III / 2016 There is a list of data allowed to be published and the data can not be published, such :

- Data can be published: FFB Data, Member cooperatives Data, FFB Price Info, Fertilizer Price Info.
- The data should not be published: Letter Land, Plantation Map, Fertilizer Data, Business license Data

KUD has record of Communication and Consultation with stakeholder is Letter No. S-3838 / WPJ.03 / KP.12 / 2016 dated April 8, 2016 Clarification regarding remittance of VAT to the management of KUD Teratai Biru, in connection with the letter, the Tax Office requested clarification later than 14 days from the date the letter was delivered.

Response from KUD by Letter No. -17 / KUD-TB / IV / 2016 regarding clarification of depositing VAT to PP Lonsum dated April 28, 2016 which explained that the cooperative notify PP Lonsum to follow up issues.

Then Cooperative representatives chairman (Mr. Ajusman), secretary, office staff consulted to KPP Sekayu (regional Tax office staff) with Mr. Rusli Effendi dated 28 April 2016 to discuss an explanation of the problem of arrears of VAT from Dec 2014 - Dec 2015 the same time reporting their annual tax return.

The officer responsible for the consultation, mediation and communication with stakeholders is Mr. Irzan AB assisted by two staff Lastri dan Lamsutri set by the cooperative board

Compliance status:
 Yes
 No

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:

There is a Standard Operating Procedure Members Complaints KUD No: 028 / KUD-TB / III / 2016 dated March 1, 2016, which contain members of KUD grievance process, there are several steps that must be run for members, i.e :

1. Members may submit a complaint to the Chairman of the Group or directly to the Head of Unit or employee appointed by the board KUD, in the form of oral or written.
2. If a complaint through the Chairman of the Group, the Chairman of the Board shall submit to the KUD, then officers appointed by the board KUD will record the complaint in Suggestion Book Members.
3. Complaints from members will be discussed in the board meeting KUD and will be responded to within 2 weeks.
4. If the decision is obtained, the reporting parties will be explained about the meeting and the result of the decision, the explanation can be done oral or in writing.
5. If there is something that is considered unsatisfactory it will be re-deliberations.

The results of interviews with workers from Sido Dadi Group Farmers, obtained the information relating to the proposed aid to fellow harvesters (suwandi) who died while doing the job and the proposed harvest is delivered directly to the board of the Teratai Biru KUD Mr. Irzan as an officer to receive information. KUD responded by going to conduct internal meet-

Compliance status:
 Yes
 No

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ings with the chair of the board KUD farmer group on October 26 2016. The results of the meeting of the joint board meetings with farmer groups to make a deal, that would be given financial assistance to families of the deceased through Kelompok Tani Sido Dadi dated October 27, 2016.

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 purchase certificate of land located in Kelompok Tani (group farmers) Sabar Menanti , between previous land owners Suyadi to John Heri with area of 12,500 m2, plots number 130 - located in the Peninggalan Village, dated June 17, 2015. Evidence of purchase receipt IDR. 85.000.000, -

Cooperatives does not have specific records associated with the negotiation process for determining compensation for land to be taken over, a deal done behind closed doors between the two sides landowners and land buyers.

There purchase certificate of land located in Kelompok Tani Sabar Menanti , between previous land owners Suyadi to John Heri with area of 12,500 m2 plots number 130 - located in the Peninggalan Village, dated June 17, 2015. Evidence of purchase receipt IDR. 85.000.000, -The purchase certificate is known by Head Tungkal Jaya Sub district and Peninggalan Village Head.

Cooperatives has SOP Transfer of the Legal Rights No. 027 / KUD-TB / III / 2016 dated March 1, 2016 :

- a) Status of land tenure and customary (traditional rights) should clear its legality and does not in conflict.
- b) Transfer of legal rights / customary rights, accompanied by the evidence known to the Chairman of the Group, Kepla village and witnesses that landholders adjacent to the land in question.
- c) Chairman of the group to report to the board regarding the delegation of rights KUD happens, then the chairman of the group will also collect a copy of the letters concerned and a copy of the identity of the new owner of the land.
- d) Transfer of legal rights or traditional rights do without coercion from any side through a consultative process to determine the form and amount of compensation

Compliance status:
 Yes
 No

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:

Group manager and group member has paid wage to workers according minimum industry standards or minimum wage on South Sumatera Province and Musi Banyuasin District. Group manager has provided evidence is record of payment of workers period of September 2016 example Mr Aritonang : 117 FFBS x IDR 2,000 = IDR 234,000 (2 working days for harvesting) in Cinta Damai group and Mr Sunanto : 165 FFBS x IDR 2,000 = IDR 330,000 (harvesting), loading FFB : IDR 206,000, collecting fruit losses : IDR 180,000 and total of wage : IDR 716,000 (2 working days) in Sumber Rejeki group and .Mr Fathuri : 317 FFBS x IDR 1,500 = IDR 475,500 (Harvesting) in Harapan jaya group.

In group member office and group member areas that all employees are temporary employee so that working agreement or work contract was available as example :

- KUD has provided the record of working agreement i.e Working Agreement No. 02/SPK/KUD-TB/2016 between Ajusman (Chairman of the Cooperative) with Yeni Agustina (KUD staff with status of contract employee), dated January 2, 2016. The contract period on January 2, 2016 - January 2, 2017. working hours 09-12 hours (3 hours per day). Wage IDR, 1.000.000, -, overtime outside working hours are determined in accordance with the Cooperative.
- Sumber Rejeki group : Working Agreement No. 02/KTSR-TB/I/2016 between Sumpena (Chairman of farmer

Compliance status:
 Yes
 No

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<p>groups) with Darmin (worker), dated January, 01 2016 wage as follows :</p> <ol style="list-style-type: none"> a. Harvesting IDR. 2,000/FFB. b. Pruning IDR. 3,000/Tree. c. Fertilizing IDR. 10,000/Zak. d. Spraying IDR. 60,000/Liter. e. Slashing IDR. 600,000/Kavling. f. Hard Slashing IDR. 700,000/Kavling). g. FFB Loading IDR. 23/kg. h. Fruit Collecting 60% FFB price/kg <p>This is agreement effective since sign agreement letters and working period according to the needs of farmers groups.</p> <ul style="list-style-type: none"> • Cinta Damai group Working Agreement No. 02/KTCD-TB/I/2016 between Suwisno (Chairman of farmer groups) with Irawan (worker), dated January, 01 2016 wage as follows: <ol style="list-style-type: none"> a. Harvesting IDR. 3,000/Pokok. b. Fertilizing IDR. 10,000/Zak. c. Spraying IDR. 60,000/Liter. d. Slashing IDR. 600,000/Kavling. e. Hard Slashing IDR. 700,000/Kavling). f. Muat TBS Rp. 23/kg. g. Fruit Collecting 60% dari harga TBS /kg <p>This is agreement effective since sign agreement letters and working period according to the needs of farmers groups.</p> • Harapan Jaya group Working Agreement No. 02/KTHJ-TB/I/2016 antara Suwisno (Chairman of farmer groups) with Irawan (pekerja) dated on 01 Januari 2016, wage as follows : <ol style="list-style-type: none"> a. Harvesting IDR. 1,500/Janjang. b. Pruning IDR. 600,000/Kavling. c. Fertilizing IDR. 10,000/Zak. d. Spraying IDR. 300,000/Kavling. e. Slashing IDR. 500,000/Kavling. f. Hard Slashing IDR. 700,000/Kavling). g. Fruit Collecting IDR. 25/kg. <p>This is agreement effective since sign agreement letters and working period according to the needs of farmers groups.</p> 	
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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.

<p>Findings:</p> <p>KUD has decree letter No. 040 / KUD.TB / III / 2016 on Freedom of Opinion and Association set by Group manager in March 2016 :</p> <ol style="list-style-type: none"> 1. Workers and workers entitled to express their opinions and ways stipulated in the Act 2. Workers and laborers are entitled to association and assembly in the container organization. 3. Workers and Labour freely determine their political rights. <p>Based on interview with members, No Unions found in the cooperative and based on standard that it is not applicable (N.A)</p>	<p>Compliance status :</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Not Applicable</p>
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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.

<p>Findings :</p> <p>Group manager have list or profile of worker where one of information is place and date birth. Result of verification to document it that there is not worker/employee under working age standard (18 years). Whereas, based on verification on field that auditor not found</p>	<p>Compliance status:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
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worker or farmer bring children to estate.

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:

Group manager have decree letter No: 031 / KUD-TB / III / 2016 dated on March 1, 2016 on Article 6 that trying ethical (not to bribe and otherwise) and provide equal opportunities or discrimination with regard to employment and business opportunities. That is policy was posted in the office so that it can be known and open to the public.

Based on interview to employee in Cinta Damai group, Sumber Rejeki group and Harapan Jaya group that no claim on the discrimination of employee.

Compliance status:
 Yes
 No

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:

Group manager have decree letter No: 031 / KUD-TB / III / 2016, dated 1 March 2016, Article 3: No sexual harassment and violence in the household. Article 4: Do not employ pregnant women on work-risk to pregnancy.

In the working agreement, the company added a treaty clause of Article 4 of female workers are entitled to menstrual leave, and maternity leave without paycuts. KUD has Complaints Section unit (organizational structure) to handle complaints of sexual harassment, which comes with the job description. The complaints unit serves also a kind of 'gender committee' which is responsible for the provision of information and the handling of complaints such as sexual harassment and domestic violence. Socialization related to sexual harassment had been made to workers in cooperatives. Since cooperatives operating until now has never happened acts of sexual harassment.

Compliance status:
 Yes
 No

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

Findings:

Based on interview with head of group manager that group manager have commitment to collaborate business with its member or other local party fairly and transparently example sale of FFB, sale of fertilizer, share of profit from business in cooperative, etc.

FFB price record has stated by POM refer to local government decree. Whereas, planting equipment has provided by each group member except fertilizer can buy in cooperative with price has stated by fertilizer produsen.

Payment slip for sale of FFB to head of group has recorded and payment from head of group to group member has recorded too.

Compliance status:
 Yes
 No

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

Findings:

Koperasi has record related local contribution :

- Material aid for the construction of the Tungkal Jaya Police Station IDR. 2.100.000, - dated of December 11, 2015.
- 2 units of hand tractors to the Makmur Jaya and Sido Dadi farmer groups dated Sep-

Compliance status:
 Yes
 No

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<p>tember 9, 2016.</p> <ul style="list-style-type: none"> - Material aid (red brick) for construction of 2000 pieces @ IDR. 550 to Al Amin Mosque at Bumi Kencana village dated March 23, 2016. - Building Al Quran Educational Park at Sido Dadi Hamlet dated February 19,2016 <p>Approval and allocation of funds for the provision of assistance to the local community was decided when the Cooperative Annual Member Meeting which is held once a year (March 30, 2016), it is also known by the following members of the Cooperative's financial statements for accountability over the past year presented by the board Cooperative.</p>	
<p>Criterion 7.1: A comprehensive and participatory independent social and environmental impact assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.</p>	
<p>This criterion is not applicable to KUD Teratai Biru as there were no new plantings being carried out.</p>	<p>Compliance status: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Not Applicable</p>
<p>Criterion 7.2: Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.</p>	
<p>This criterion is not applicable to KUD Teratai Biru as there were no new plantings being carried out.</p>	<p>Compliance status: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Not Applicable</p>
<p>Criterion 7.3: New plantings since November 2005, have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.</p>	
<p>This criterion is not applicable to KUD Teratai Biru as there were no new plantings being carried out.</p>	<p>Compliance status: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Not Applicable</p>
<p>Criterion 7.4: Extensive planting on steep terrain, and/or on marginal and fragile soils, is avoided.</p>	
<p>This criterion is not applicable to KUD Teratai Biru as there were no new plantings being carried out.</p>	<p>Compliance status: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

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	Not Appli- cable
Criterion 7.5: No new plantings are established on local peoples' land without their free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.	
This criterion is not applicable to KUD Teratai Biru as there were no new plantings being carried out.	Com- pliance status: <input type="checkbox"/> Yes <input type="checkbox"/> No Not Appli- cable
Criterion 7.6: Local people are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreement	
This criterion is not applicable to KUD Teratai Biru as there were no new plantings being carried out.	Com- pliance status: <input type="checkbox"/> Yes <input type="checkbox"/> No Not Appli- cable
Criterion 7.7: Use of fire in the preparation of new plantings is avoided other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.	
This criterion is not applicable to KUD Teratai Biru as there were no new plantings being carried out.	Com- pliance status: <input type="checkbox"/> Yes <input type="checkbox"/> No Not Appli- cable
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: KUD Teratai conducted training on manual GAP on date December 8-10, 2015 for farmer group. Organization still use pesticides with paraquat active ingredients and categorized as limited pesticides in Indonesia. Regarding to this, KUD Teratai Biru have not shown training evidence for applicators that use pesticed catecoreized as limited pesticides, policy and commitment regarding to paraquat usages (limited pesticides), target not specific on the matrix of goal and programme for group manager year 2016 because not including target of reduce or minimize to use limited pesticide, first farmer group & fourth farmer group has	Com- pliance status: <input type="checkbox"/> Yes <input type="checkbox"/> No NCR No.RSP O00780 -782

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not been monitored by field counseling officer or appointed by group manager periodically. It was raised as non-conformity (NCR no. RSPO00780 to 782)	
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3.2 Identified Non-conformances, Corrective Actions Taken and Auditors Conclusions

A total of 9 nonconformances were identified during the main certification assessment. These consisted of 6 major non-conformities and 3 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. 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:

Indicator	NCR No.	Evidence Observed	Deadline for implementation (Date)	Correc-tion/Corrective Action taken/	Auditor Conclusion
E1.3.7 / Major	RSPO 00774	The internal audit procedure has not been understood by the Internal Audit Team (<i>Tim Pengawasan</i>) of KUD Teratai Biru that conducts its internal audits for group members.	28 December 2016	Group Manager has carried out socializa-tion of internal audit procedure to coop-erative management and all head of group dated on No- vember 04, 2016. Auditee has provid- ed minute of meet- ing, attendant list and photoigraph. Participant has at- tended 18 persons from cooperative management and head of group.	Closed 25 Novem- ber 2016
E2.1.6.1 / Major	RSPO 00775	There is no data on the total area of KUD Teratai Biru	28 December 2016	A map detailing the total area of KUD Teratai Biru has provid- ed by the map- ping unit of PT Lon- sum. Each group has in- formed total area on map it and amount of total areas sames as tabel 3 & 4 above.	Closed 25 Novem- ber 2016
E2.1.6.6 / Major	RSPO 00776	There is no data on the total un- planted area and area allocated for infrastructure.	28 December 2016	A map detailing the total unplanted area and area allocated for infrastrurcture of KUD Teratai Biru has provided by the mapping unit of PT Lonsum. Total of road or infrastructure is 9.32 ha. Tabel 3 & 4 above	Closed 25 Novem- ber 2016

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Indicator	NCR No.	Evidence Observed	Deadline for implementation (Date)	Correc-tion/Corrective Action taken/	Auditor Conclusion
				has revised refer to information it.	
E2.2.3 / Major	RSPO 00777	Findings during the internal audit was not categorized as major or Minor and this is inconsistent with the procedure No. 026/KUD-TB/III/2016.	28 December 2016	The internal audit form or NCR report has improved by including the table for major and minor findings each group & NCR.	Closed 25 November 2016
8.1.1 / Major	RSPO 00781	There are the matrix of goal and programme for group manager year 2016 but not including target of reduce or minimize to use limited pesticide	28 December 2016	Group manager has revised matrix of goal and programme year 2016 where there is new program i.e limited pesticide (paraquat) training with gial is improving knowledge of member regarding paraquat and achive indicator is farmer or group member understand about limited pesticide and reducing use of pesticide. Target of participant is 50-100 group member, time : 6 month to 1 years and goal is group member understand about paraquat, reducesing use of paraquat or group member have certificate of using limited pesticide.	Closed 22 December 2016
8.1.1 / Major	RSPO 00782	KUD Teratai Biru have not shown training evidence for applicators that use pesticed categorized as limited pesticides, policy and commitment regarding to paraquat usages (limited pesticides)	28 December 2016	Group manager has provided policy no. 2 year 2016 dated on 18 November 2016 regarding using limited pesticide. Information inside policy is group member not using limited pesticide i.e paraquat. Policy refer to meeting result dated on 18 November 2016. Result of meeting has stated on minute of meeting dated on 18 November 2016.	Closed 12 December 2016

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Indicator	NCR No.	Evidence Observed	Deadline for implementation (Date)	Correc-tion/Corrective Action taken/	Auditor Conclusion
				Meeting documenta-tion was provided such as minute of meeting, attendant list and photograph. Based on decision above so group manager not carry out training for appli-cator.	
8.1.1 / Minor	RSPO 00780	first farmer group & fourth farmer group has not been moni-tored by field coun-seling officer or ap-pointed by group manager periodicly	27 December 2017	Group manager has issued list of person in-charge as coun-seling or monitoring each group i.e Mr Paryoto in Sumber Rejeki group, Mr Sumpena in Cinta Damai group, Mr Suwisno in Mekar Sari group, Mr Wagimin in sabar Menanti group, Mr Suwikno in Makmur Jaya group, M.Arif in Sido Dadi group and Mr Sutisno in Hara-pan jaya group. Moreover, group manager has issued appoint letter no.086/KUD-TB/XII/2016 dated on 19 December 2016 on behalf all per-sonils. Efectiveness will be checking in surveil-lance audit.	Closed 20 Decem-ber 2016
4.6.4 / Minor	RSPO 00779	KUD Teratai Biru have not shown evi-dence for disposing pesti-ci-cides/agrochemicals container according to current provision.	27 December 2017	Group manager has provided letter no.090/KUD-TB/XII/2016 dated on 20 December 2016 regarding temporary keep in hazardous waste store (Suka Damai estate – PT Lonsum) with type of hazardous waste are glisat amount of 48 pcs and gramaxon amount of 21 pcs. It is follow up from	Closed 20 Decem-ber 2016

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Indicator	NCR No.	Evidence Observed	Deadline for implementation (Date)	Correc-tion/Corrective Action taken/	Auditor Conclusion
				<p>letter no.660/2955/11/BLH PP/2016 from environmental agency in Musi Banyuasin District.</p> <p>PT Lonsum – Suka damai estate has issued letter too (no.57/SDE/EXT/KU D.TB/XII/2016 dated on 20 December 2016) regarding receipt of hazardous waste by temporary in hazardous waste temporary store</p> <p>Efectiveness will be checking in surveil-lance audit</p>	
4.4.1 / Minor	RSPO 00778	Result of field visit that there is no provided evidence of an effort to protection natural water source (Suak Pulau river) in block 130 Cinta Damai farmer groups for the chemical activities (fertilizer application and spraying pesticides)	27 December 2017	<p>Group manager has provided minute of meeting dated on 08 November 2016 regarding socialization of effort to maintain riparian or river or natural resources. Conclusion of socialization is avoid of disposal domestic waste to river or natural source, avoid of spraying and fertilizing on riparian, will planting tree and maintain of biodiversity in riparian areas and planting conservation trees.</p> <p>Evidence of socialization is minute of meeting, attendant list and photograph.</p> <p>Efectiveness will be checking in surveil-lance audit</p>	<p>Closed</p> <p>21 December 2016</p>

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3.3 Noteworthy Positive Components and Potential for Improvement

Positive Observation:

No.	Indicator	Positive Comments
1	-	Good involvement of cooperative members (farmers) in the audit process
2	-	Cooperation among members and the desire for progress is felt among cooperative members
3	-	There is good leadership observed in Cluster 7 of KUD Teratai Biru.
4	4.3	The roads in the fields are well maintained.

Potential for Improvement:

No.	Indicator	Potential for improvement
1	E2.2.3	It would be better if the checklist used for the internal audit is updated with more open ended questions in order to extract more information from the party being audited.
2	-	The documentation system can be further improved to include the revision number for each revised document and the explanation of the revision done so that the changes and improvements made can be better tracked.
3	E3.2	The supply chain model that has been agreed upon must be stated clearly in the delivery note for FFB to the palm oil mill. Although there has been no delivery of certified FFB as yet, it would be good if a sample of delivery note containing the supply chain model be made so this can be implemented immediately upon the receipt of the RSPO certificate.
4	2.2	KUD Teratai Biru should ensure that all members have documents stating legal ownership of the land.
5	2.1	It would be better if only the relevant legal requirements are put in the legal register.
6	5.1	The management of SPPL documents should be periodically monitored.
7	8.1	It would be better if the mitigation plan for negative social impacts is arranged in accordance to the results of identification and schedule that has been fixed.

3.4 Issues Raised by Stakeholders and Findings Pertaining to Issues

A) Issues Raised during Stakeholder Consultation Meeting

No.	Issues Raised	Stakeholder	Manager Response	Audit Verification
1.	<ul style="list-style-type: none"> The stakeholders hope that KUD Teratai Biru will obtain certification and continue to be sustainable. KUD Teratai Biru is ex scheme smallholder from PT Lonsum Untill now, there is not negative impact to us 	Traditional head, head of sub district, group member and PT Lonsum	Group Manager will do our best and hope supporting from all parties	Some evidences has showed regarding effort to get RSPO certificate Based on interview with neighbour of farmer and communities that no complaint and

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				negative impact for existence of KUD Teratai Biru
2.	Legal land in form of land information letter from head of village for 56 members.	Village Representative Agency in Peninggalan Village	Group manager, head of group and group member will comitment continue of convert to freehold tittle process	There are statemen letter from national land agency in Musi Banyuasi District
3.	Plantation registration letter (STD-B) still in-process	Plantation Agency in Musi Banyuasin District	Group manager & PT Lonsum (as supervisor) will comitment continue of process it and hope cooperation from plantation agency	There are some documents regarding plantation registration letter (STD-B) processing
4.	Environmental management & monitoring letter (SPPL) still in-process	Environmental Agency in Musi Banyuasin District	Group manager & PT Lonsum (as supervisor) will comitment continue of process it and hope cooperation from environmental agency	There are some documents regarding environmental management & monitoring letteri (SPPL) processing

B) Issues Raised during Stakeholder Interviews On-site

No.	Issues Raised	Audit Verification
	The farmers are positive above the RSPO certification process and hopes that it can be benefit them financially	Positive comment

3.5 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 KUD Teratai Biru

Signed on behalf of PT TUV Rheinland Indonesia

.....
Yuli Sari Yeni
Smallholder coordinator
Date : 04 April 2017

.....
Viknesvaran Paramasivan
Lead Auditor under monitoring
Date : 04 April 2017

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APPENDICES

Appendix 1: Details of Certificate

Certificate

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

Certificate Registr. No. : 824 502 17059

PT TUV Rheinland Indonesia certifies :

Certificate Holder : **Koperasi Unit Desa (KUD) Teratai Biru**
Peninggalan Village, Tungkal Jaya Sub-District
Musi Banyuasin District
South Sumatera Province

and its company owned estates according to the annex

Scope : Palm Oil Plantation Management System


An audit was performed, Report No.82450217059. 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 & RSPO Standard for group Certification 2010 are fulfilled.
The due date for all future audits is 24.02 (dd.mm).

Validity: The certificate is valid from 24-04-2017 until 24-04-2022.
The certificate shall remain valid in period stipulated above provided that the certificate holder mentioned here continues to comply with the RSPO P&C requirements. Status of compliance of the certificate holder shall be based on the annual inspections conducted by PT TUV Rheinland Indonesia.

RSPO registered organization : Koperasi Unit Desa (KUD) Teratai Biru
(RSPO Member No. : 1-0207-163-000-00)

Date of first certificate : April 24, 2017

Indonesia, 24-04-2017


PT TUV Rheinland Indonesia
Director

The certificate remains property of PT TUV Rheinland Indonesia and can be withdrawn in case of terminations as mentioned in the contract or in case of changes or deviations of the above-mentioned data. The licensee is obliged to inform PT TUV Rheinland Indonesia immediately of any changes in the above-mentioned data. Only an original and signed certificate is valid.

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Annex to certificate

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

Certificate Registr. No.: 824 502 17059

Location: **Koperasi Unit Desa (KUD) Teratai Biru**
Address : Peninggalan Village, Tungkal Jaya Sub-District, Musi Banyuasin District
South Sumatera Province

The group farmers of supply base covered in certification scope are :

Name of Groups	Location	Total Area (Ha)	GPS locations	
			Latitude	Longitude
Makmur Jaya	Peninggalan Village, Tungkal Jaya Sub-District, Musi Banyuasin District, South Sumatera Province	44.30	2°25'10"S	103°57'10"E
Sumber Rejeki	Peninggalan Village, Tungkal Jaya Sub-District, Musi Banyuasin District, South Sumatera Province	46.37	2°25'27"S	103°57'10"E
Cinta Damai	Peninggalan Village, Tungkal Jaya Sub-District, Musi Banyuasin District, South Sumatera Province	44.00	2°25'22"S	103°57'32"E
Mekar Sari	Peninggalan Village, Tungkal Jaya Sub-District, Musi Banyuasin District, South Sumatera Province	49.50	2°25'36"S	103°56'58"E
Sabar Menanti	Peninggalan Village, Tungkal Jaya Sub-District, Musi Banyuasin District, South Sumatera Province	48.00	2°26'10"S	103°56'15"E
Harapan Jaya	Peninggalan Village, Tungkal Jaya Sub-District, Musi Banyuasin District, South Sumatera Province	38.00	2°25'36"S	103°57'32"E
Sido Dadi	Peninggalan Village, Tungkal Jaya Sub-District, Musi Banyuasin District, South Sumatera Province	48.00	2°26'02"S	103°58'20"E
Total Certified Area		318.17		

Group Farmers Estates FFB Tonnes (Actual)

Production 2015)	:	5,605.25	Tonnes
FFB Tonnage claimed for certification*	:	6,241.17	Tonnes
CPO Equivalent**	:	1,248.23	Tonnes
PKO Equivalent**	:	126.38	Tonnes
PKE Equivalent**	:	154.47	Tonnes

*projected output of November 2016 to October 2017

**based on extraction rate of 20%(CPO) , 45%(PKO) & 55%(PKE)

Indonesia, 24-04-2017

Issued by PT TUV Rheinland Indonesia

PT TUV Rheinland Indonesia
Director

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Appendix 2 : List of Abbreviations

AMDAL	Analisis Dampak Lingkungan & Sosial (Social & Environmental Impacts Assessment)
CPO	Crude Palm Oil
EIA	Environmental Impact Assessment
ERTs	Endangered, Rare & Threatened species
ESH	Environmental Safety & Health
FFB	Fresh Fruit Bunches
EFB	Empty Fruit Bunches
HCV	High Conservation Value
IPM	Integrated Pest Management
LTA	Lost Time Accident
MSDS	Material Safety Data Sheets
NGO	Non-Government Organization
NPP	New Planting Procedure
OSH	Occupational Safety & Health
PKO	Palm Kernel Oil
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RKL	Rencana Pengelolaan Lingkungan (Environmental Management Plan)
RPL	Rencana Pemantauan Lingkungan (Environmental Monitoring Plan)
SIA	Social Impact Assessment
SOP	Standard Operating Procedure
UKL	Upaya Pengelolaan Lingkungan (Environmental Management Efforts)
UPL	Upaya Pengelolaan Lingkungan (Environmental Management Efforts)

Appendix 3 List of Stakeholders Interviewed and Contacted

No.	Name of Stakeholder	Institution / Position	Remarks
Stakeholders Interviewed On-Site			
1.	Suwisno	Cinta Damai farmer group	
2.	Sumpena	Sumber Rezeki farmer group	
3.	Suwiryo	Sumber Rezeki farmer group	
4.	Suyadi	Sumber Rezeki farmer group	
5.	Subandi	Worker/Harvester	
6.	Irawan	Worker/Harvester	
7.	Dasmin	Worker/Pesticide sprayer	
8.	Nurdi	Worker/Pesticide sprayer	
9.	Omika	Asisten plasma PT Lonsum	
10.	Ade Imandar	Teratai Biru clerk	
11.	Adi	Setara NGO's	
12.	Debri	Setara NGO's	
13.	Arif	Farmers group 6 workers	
14.	Sutisno	Farmers groups 6 workers	
15.	Suwitno	Bendahara Teratai Biru	
16.	Sumardi	Farmers groups 5 workers	
17.	M Amin	Farmers groups 5 workers	
18.	Sugeng	Farmers groups 5 workers	
19.	Harianti	Farmers groups 4 farmers	
20.	Wagimin	Farmers groups 4 farmers	
21.	Arif	Farmers groups 6 workers	
22.	Fathuri	Farmers groups 6 workers	

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Appendix 4: List of Members of KUD Teratai Biru

 KOPERASI UNIT DESA (KUD) TERATAI BIRU Badan Hukum : No.0060.a/BH/PAD/VII/V/2012 Kantor Pusat :Desa PeninggalanKec : Tungkal Jaya Kab : Musi Banyuasin 30756							
ANGGOTA SERTIFIKASI KUD TERATAI BIRU KELOMPOK TANI MAKMUR JAYA DESA PENINGGALAN, KECAMATAN TUNGKAL JAYA, SUMATERA SELATAN							
NO.	NO. ANGGOTA	NAMA	KELOMPOK TANI	LUAS (Ha)	JUMLAH POKOK	TAHUN TANAM	LEGALITAS LAHAN
1	001/KUD TB	AHMAD ISTIONO	MAKMUR JAYA	1.8	230	1997	SHM
2	002/KUD TB	SUYOTO	MAKMUR JAYA	1.7	230	1997	SHM
3	003/KUD TB	WARIAH	MAKMUR JAYA	1.7	273	1997	SHM
4	004/KUD TB	HARTONO	MAKMUR JAYA	1.7	240	1997	SHM
5	005/KUD TB	MAWARDI	MAKMUR JAYA	1.7	270	1997	SHM
6	006/KUD TB	USNAH	MAKMUR JAYA	1.7	267	1997	SHM
7	007/KUD TB	BONASIM	MAKMUR JAYA	1.7	276	1997	SHM
8	008/KUD TB	ASPULI	MAKMUR JAYA	1.7	213	1997	SHM
9	009/KUD TB	WARMAT	MAKMUR JAYA	1.7	238	1997	SHM
10	010/KUD TB	ASRUDIN	MAKMUR JAYA	1.7	238	1997	SHM
11	011/KUD TB	PITRIYA PONINGSIH	MAKMUR JAYA	1.6	197	1997	SHM
12	008/KUD TB	ASPULI	MAKMUR JAYA	1.6	246	1997	SHM
13	012/KUD TB	ZAINAL ABIDIN	MAKMUR JAYA	1.6	216	1997	SHM
14	013/KUD TB	LUKMAN HAKIM	MAKMUR JAYA	1.6	216	1997	SHM
15	014/KUD TB	YAZALI	MAKMUR JAYA	1.6	216	1997	SHM
16	015/KUD TB	PAISAH	MAKMUR JAYA	1.6	216	1997	SHM
17	016/KUD TB	VINA MAYASARI	MAKMUR JAYA	1.6	216	1997	SHM
18	017/KUD TB	MISNAH	MAKMUR JAYA	1.6	216	1997	SHM
19	018/KUD TB	PARYOTO	MAKMUR JAYA	1.7	230	1997	SHM
20	019/KUD TB	KAHARDI	MAKMUR JAYA	1.4	216	1997	SHM
21	020/KUD TB	HJ. RATMINI S.SOS	MAKMUR JAYA	1.4	216	1997	SHM
22	021/KUD TB	MUHTAROM	MAKMUR JAYA	1.7	230	1997	SHM
23	022/KUD TB	SUJONO	MAKMUR JAYA	1.6	235	1997	SHM
24	023/KUD TB	THAMRIN POHAN	MAKMUR JAYA	1.6	235	1997	SHM
25	024/KUD TB	SRI ENDANG WAHYUNI	MAKMUR JAYA	1.8	216	1997	SHM
26	025/KUD TB	DODI MAHADI	MAKMUR JAYA	1.6	172	1997	SHM Dalam Proses
27	001/KUD TB	AHMAD ISTIONO	MAKMUR JAYA	1.6	180	1997	SHM Dalam Proses
TOTAL				44.3	6144		

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KOPERASI UNIT DESA (KUD)

TERATAI BIRU

Badan Hukum : No.0060.a/BH/PAD/VII/V/2012

Kantor Pusat :Desa PeninggalanKec : Tungkal Jaya Kab : Musi Banyuasin 30756



ANGGOTA SERTIFIKASI KUD TERATAI BIRU

KELOMPOK TANI SUMBER REJEKI

DESA PENINGGALAN, KECAMATAN TUNGKAL JAYA, SUMATERA SELATAN

NO.	NO. ANGGOTA	NAMA	KELOMPOK TANI	LUAS (Ha)	JUMLAH POKOK	TAHUN TANAM	LEGALITAS LAHAN
1	026/ KUD TB	BUNADI	SUMBER REJEKI	1.78	230	1997	SHM
2	027/ KUD TB	WIDODO	SUMBER REJEKI	1.93	250	1997	SHM
3	028/ KUD TB	NURHAYATI	SUMBER REJEKI	1.68	216	1997	SHM
4	029/ KUD TB	MERRY SILVIA	SUMBER REJEKI	1.68	216	1997	SHM
5	030/ KUD TB	MUDRIKAH	SUMBER REJEKI	1.68	216	1997	SHM
6	031/ KUD TB	MARYONO	SUMBER REJEKI	1.68	216	1997	SHM
7	032/ KUD TB	RINANTO	SUMBER REJEKI	1.68	216	1997	SHM
8	033/ KUD TB	SUSWANTI	SUMBER REJEKI	1.68	216	1997	SHM
9	034/ KUD TB	SUMPENA	SUMBER REJEKI	1.68	216	1997	SHM
10	035/ KUD TB	SURKI	SUMBER REJEKI	1.68	216	1997	SHM
11	036/ KUD TB	WINOTO	SUMBER REJEKI	1.68	216	1997	SHM
12	037/ KUD TB	SUMIATI	SUMBER REJEKI	1.68	216	1997	SHM
13	038/ KUD TB	YUNINGSIH	SUMBER REJEKI	1.68	216	1997	SHM
14	039/ KUD TB	SUKARJONO	SUMBER REJEKI	1.68	216	1997	SHM
15	040/ KUD TB	MURSILAWATI	SUMBER REJEKI	1.68	216	1997	SHM
16	041/ KUD TB	ASMIN	SUMBER REJEKI	1.68	216	1997	SHM
17	042/ KUD TB	EVIANA	SUMBER REJEKI	1.68	216	1997	SHM
18	043/ KUD TB	SARIMIN	SUMBER REJEKI	1.68	216	1997	SHM
19	044/ KUD TB	SANIATI	SUMBER REJEKI	1.68	216	1997	SHM
20	045/ KUD TB	MUSRIYAH	SUMBER REJEKI	1.68	216	1997	SHM
21	046/ KUD TB	HASAN QOMARI	SUMBER REJEKI	1.68	156	1997	SHM
22	047/ KUD TB	SELAMAT	SUMBER REJEKI	1.1	116	1997	SHM
23	048/ KUD TB	SUWIYARDI	SUMBER REJEKI	1.68	216	1997	SHM
24	049/ KUD TB	SUWIRYO	SUMBER REJEKI	1.44	180	1997	SHM
25	032/ KUD TB	RINANTO	SUMBER REJEKI	1.68	216	1997	SHM
26	050/ KUD TB	SUHERMAN	SUMBER REJEKI	1.48	190	1997	SHM
27	051/ KUD TB	KARWEN	SUMBER REJEKI	1.68	216	1997	SHM
28	052/ KUD TB	MAT JUKYAR	SUMBER REJEKI	1.68	216	1997	SHM
TOTAL				46.37	5874		

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KOPERASI UNIT DESA (KUD)

TERATAI BIRU

Badan Hukum : No.0060.a/BH/PAD/VII.3/V/2012

Kantor Pusat :Desa PeninggalanKec : Tungkal Jaya Kab : Musi Banyuasin 30756



ANGGOTA SERTIFIKASI KUD TERATAI BIRU

KELOMPOK TANI CINTA DAMAI

DESA PENINGGALAN, KECAMATAN TUNGKAL JAYA, SUMATERA SELATAN

NO.	NO. ANGGOTA	NAMA	KELOMPOK TANI	LUAS (Ha)	JUMLAH POKOK	TAHUN TANAM	LEGALITAS LAHAN
1	053/ KUD TB	MARJAN	CINTA DAMAI	1.51	216	1997	SHM
2	054/ KUD TB	SUWARNI	CINTA DAMAI	1.52	216	1997	SHM
3	055/ KUD TB	BARIYAH	CINTA DAMAI	1.51	216	1997	SHM
4	056/ KUD TB	KOWIYAH	CINTA DAMAI	1.52	216	1997	SHM
5	057/ KUD TB	IRAWAN	CINTA DAMAI	1.51	216	1997	SHM
6	058/ KUD TB	BASAHI	CINTA DAMAI	1.51	216	1997	SHM
7	059/ KUD TB	RUSMALA	CINTA DAMAI	1.51	243	1997	SHM
8	060/ KUD TB	JAWAWI	CINTA DAMAI	1.71	243	1997	SHM
9	061/ KUD TB	DESI JUMILAWATI	CINTA DAMAI	1.71	243	1997	SHM
10	062/ KUD TB	SUWISNO	CINTA DAMAI	1.71	243	1997	SHM
11	063/ KUD TB	KUSTIFAH	CINTA DAMAI	1.51	243	1997	SHM
12	056/ KUD TB	KOWIYAH	CINTA DAMAI	1.71	243	1997	SHM Dalam Proses
13	064/ KUD TB	HOKY RUSMAWATI	CINTA DAMAI	1.71	200	1997	SHM Dalam Proses
14	065/ KUD TB	WITA USRINA	CINTA DAMAI	1.71	243	1997	SHM Dalam Proses
15	066/ KUD TB	SARIMUN	CINTA DAMAI	1.71	243	1997	SHM
16	067/ KUD TB	NURMA	CINTA DAMAI	1.71	243	1997	SHM
17	068/ KUD TB	KARMI	CINTA DAMAI	1.71	243	1997	SHM
18	069/ KUD TB	AMINAH	CINTA DAMAI	1.71	243	1997	SHM
19	070/ KUD TB	ATMO	CINTA DAMAI	1.71	243	1997	SHM
20	071/ KUD TB	NURDI	CINTA DAMAI	1.71	243	1997	SHM
21	072/ KUD TB	SUWONO	CINTA DAMAI	1.71	243	1997	SHM
22	029/ KUD TB	MERRY SILVIA	CINTA DAMAI	1.71	243	1997	SHM
23	073/ KUD TB	KADARI	CINTA DAMAI	1.51	216	1997	SHM
24	074/ KUD TB	AJUSMAN	CINTA DAMAI	1.71	243	1997	SHM Dalam Proses
25	075/ KUD TB	PONIJAN	CINTA DAMAI	1.71	243	1997	SHM Dalam Proses
26	076/ KUD TB	M. QOSIM	CINTA DAMAI	1.52	216	1997	SHM Dalam Proses
27	077/ KUD TB	SARNI	CINTA DAMAI	1.51	170	1997	SHM Dalam Proses
TOTAL				44	6229		

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TERATAI BIRU

Badan Hukum : No.0060.a/BH/PAD/VII.3/V/2012

Kantor Pusat :Desa PeninggalanKec : Tungkal Jaya Kab : Musi Banyuasin 30756



ANGGOTA SERTIFIKASI KUD TERATAI BIRU

KELOMPOK TANI MEKAR SARI

DESA PENINGGALAN, KECAMATAN TUNGKAL JAYA, SUMATERA SELATAN

N O.	NAMA	KELOMPOK TANI	LUAS (Ha)	JUMLAH POKOK	TAHUN TANAM	LEGALITAS LAHAN
1	KUSTIFAH	MEKAR SARI	1.7	216	1997	SHM
2	MERRY SILVIA	MEKAR SARI	1.7	216	1997	SHM
3	SUNARDI	MEKAR SARI	1.7	216	1997	SHM
4	SAMAT	MEKAR SARI	1.57	170	1997	SHM
5	NARDI	MEKAR SARI	1.7	164	1997	SHM
6	MAKIM	MEKAR SARI	1.7	215	1997	SHM
7	SUNARDI	MEKAR SARI	1.7	190	1997	SHM
8	SUTOYO	MEKAR SARI	1.38	147	1997	SHM
9	RINANTO	MEKAR SARI	1.66	156	1997	SHM
10	ENDAR RUSMANTO	MEKAR SARI	1.68	208	1997	SHM
11	SUMADI	MEKAR SARI	1.7	216	1997	SHM
12	ROBIANA	MEKAR SARI	1.6	190	1997	SHM
13	MAKIM	MEKAR SARI	1.7	210	1997	SHM
14	SUYUDI	MEKAR SARI	1.7	213	1997	SHM
15	TUMINEM	MEKAR SARI	1.65	216	1997	SHM
16	SUNARTO	MEKAR SARI	1.63	140	1997	SHM
17	MUDI	MEKAR SARI	1.55	152	1997	SHM
18	EKO SLAMET RAHARJO	MEKAR SARI	1.58	200	1997	SHM
19	SUTRISNO	MEKAR SARI	1.6	195	1997	SHM
20	ANWAR SANUSI	MEKAR SARI	1.6	216	1997	SHM
21	SARTAK	MEKAR SARI	1.6	215	1997	SHM
22	WAHYU WICAKSONO	MEKAR SARI	1.6	199	1997	SHM
23	ROFINGAH	MEKAR SARI	1.7	216	1997	SHM
24	WAGIMIN	MEKAR SARI	1.7	216	1997	SHM
25	DARTI	MEKAR SARI	1.9	213	1997	SHM
26	SITI AMINAH	MEKAR SARI	1.59	140	1997	SHM
27	SARNU	MEKAR SARI	1.88	176	1997	SHM
28	SUDJOKO	MEKAR SARI	1.88	216	1997	SHM
29	ABDUL JALIL	MEKAR SARI	1.6	216	1997	SHM
30	SUTAJI	MEKAR SARI	1.7	121	1997	SHM
TOTAL			49.95	5005		

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KOPERASI UNIT DESA (KUD)

TERATAI BIRU

Badan Hukum : No.0060.a/BH/PAD/VII.3/V/2012

Kantor Pusat : Desa Peninggalan Kec : Tungkal Jaya Kab : Musi Banyuasin 30756



ANGGOTA SERTIFIKASI KUD TERATAI BIRU

KELOMPOK TANI SABAR MENANTI

DESA PENINGGALAN, KECAMATAN TUNGKAL JAYA, SUMATERA SELATAN

NO.	NAMA	KELOMPOK TANI	LUAS (Ha)	JUMLAH POKOK	TAHUN TANAM	LEGALITAS LAHAN
1	SUGENG RIYADI	SABAR MENANTI	1.96	275	1997	SHM
2	YUNITA WIDIASTUTI	SABAR MENANTI	1.46	220	1997	SHM
3	SUTIYAM	SABAR MENANTI	1.8	200	1997	SHM Dalam Proses
4	H. ZAINUDDIN	SABAR MENANTI	2	270	1997	SHM
5	SUNARTO	SABAR MENANTI	1.8	200	1997	SHM Dalam Proses
6	KARMINI	SABAR MENANTI	2	270	1997	SHM
7	HENDRI PRASETYO	SABAR MENANTI	1.51	204	1997	SHM
8	SUMADI	SABAR MENANTI	1.6	216	1997	SHM
9	M.SYARIFUDIN ZUPFI	SABAR MENANTI	2	200	1997	SHM Dalam Proses
10	SUGIYONO	SABAR MENANTI	2	270	1997	SHM
11	M.SYARIFUDIN ZUPFI	SABAR MENANTI	1.4	225	1997	SHM
12	TEDY SUPRIYADI	SABAR MENANTI	1.4	210	1997	SHM
13	SUWIKNO	SABAR MENANTI	2	270	1997	SHM
14	JHON HERI	SABAR MENANTI	1.8	170	1997	SHM
15	SUGIYONO	SABAR MENANTI	1.8	170	1997	SHM
16	MULYADI	SABAR MENANTI	1.8	270	1997	SHM
17	SURYANI	SABAR MENANTI	1.2	180	1997	SHM
18	TUSIRAN	SABAR MENANTI	1.6	270	1997	SHM Dalam Proses
19	DODI MAHADI	SABAR MENANTI	1.45	196	1997	SHM
20	ALEX CHANDRA	SABAR MENANTI	2	270	1997	SHM
21	ALEX CHANDRA	SABAR MENANTI	2	270	1997	SHM
22	SUKIRAN	SABAR MENANTI	1.6	230	1997	SHM
23	JHON HERI	SABAR MENANTI	2	270	1997	SHM
24	TOMI JEVisA	SABAR MENANTI	1.8	270	1997	SHM
25	SUDIONO	SABAR MENANTI	1.6	230	1997	SHM
26	DODI MAHADI	SABAR MENANTI	1.6	189	1997	SHM
27	HARMUJI	SABAR MENANTI	1.4	196	1997	SHM
28	JHON HERI	SABAR MENANTI	1.42	270	1997	SHM
TOTAL			48	6481		

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ANGGOTA SERTIFIKASI KUD TERATAI BIRU

KELOMPOK TANI HARAPAN JAYA

DESA PENINGGALAN, KECAMATAN TUNGKAL JAYA, SUMATERA SELATAN

NO.	NAMA	KELOMPOK TANI	LUAS (Ha)	JUMLAH POKOK	TAHUN TANAM	LEGALITAS LAHAN
1	Ajusman	Harapan Jaya	2	270	1997	SHM Dalam Proses
2	Patar Hanaehan Simanjuntak	Harapan Jaya	2	270	1997	SHM Dalam Proses
3	Maghfur	Harapan Jaya	2	270	1997	SHM Dalam Proses
4	Sri Nilawati	Harapan Jaya	2	270	1997	SHM Dalam Proses
5	Zulfakar	Harapan Jaya	2	270	1997	SHM Dalam Proses
6	Dedi Mulyanto	Harapan Jaya	2	270	1997	SHM Dalam Proses
7	Dedi Mulyanto	Harapan Jaya	2	270	1997	SHM Dalam Proses
8	Yazali	Harapan Jaya	2	270	1997	SHM Dalam Proses
9	Yazali	Harapan Jaya	2	270	1997	SHM Dalam Proses
10	Sugino	Harapan Jaya	2	270	1997	SHM Dalam Proses
11	Giyono	Harapan Jaya	2	270	1997	SHM Dalam Proses
12	Mugiarto	Harapan Jaya	2	270	1997	SHM Dalam Proses
13	Mugiarto	Harapan Jaya	2	270	1997	SHM Dalam Proses
14	Yuni Mulyani	Harapan Jaya	2	270	1997	SHM Dalam Proses
15	Suparman	Harapan Jaya	2	270	1997	SHM Dalam Proses
16	Misdi	Harapan Jaya	2	270	1997	SHM Dalam Proses
17	Jaka Suprpto	Harapan Jaya	2	270	1997	SHM Dalam Proses
18	Paimin	Harapan Jaya	2	270	1997	SHM Dalam Proses
19	Gunadi Utama	Harapan Jaya	2	270	1997	SHM Dalam Proses
20	Dariyah	Harapan Jaya	2	270	1997	SHM Dalam Proses
21	Dariyah	Harapan Jaya	2	270	1997	SHM Dalam Proses
22	Siswanto	Harapan Jaya	2	270	1997	SHM Dalam Proses
23	Siswanto	Harapan Jaya	2	270	1997	SHM Dalam Proses
24	Siswanto	Harapan Jaya	2	270	1997	SHM Dalam Proses
TOTAL			48	6210	1997	SHM Dalam Proses

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ANGGOTA SERTIFIKASI KUD TERATAI BIRU

KELOMPOK TANI SIDO DADI

DESA PENINGGALAN, KECAMATAN TUNGKAL JAYA, SUMATERA SELATAN


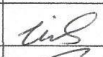

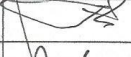



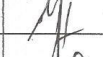

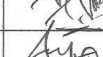



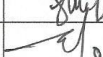
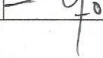
NO.	NAMA	KELOMPOK TANI	LUAS (Ha)	JUMLAH POKOK	TAHUN TANAM	LEGALITAS LAHAN
1	Sutarti	Sido Dadi	2	270	1997	SHM Dalam Proses
2	Eko Saputra	Sido Dadi	2	270	1997	SHM Dalam Proses
3	Yuswanto	Sido Dadi	2	270	1997	SHM Dalam Proses
4	Paimin	Sido Dadi	2	270	1997	SHM Dalam Proses
5	Sri Widodo	Sido Dadi	2	270	1997	SHM Dalam Proses
6	Suratman	Sido Dadi	2	270	1997	SHM Dalam Proses
7	Isnawati	Sido Dadi	2	270	1997	SHM Dalam Proses
8	Sukemi	Sido Dadi	2	270	1997	SHM Dalam Proses
9	Warto Ngadirin	Sido Dadi	2	270	1997	SHM Dalam Proses
10	Giyem	Sido Dadi	2	270	1997	SHM Dalam Proses
11	Riyati	Sido Dadi	2	270	1997	SHM Dalam Proses
12	Sulaiman	Sido Dadi	2	270	1997	SHM Dalam Proses
13	Wahyono	Sido Dadi	2	270	1997	SHM Dalam Proses
14	Susilo	Sido Dadi	2	270	1997	SHM Dalam Proses
15	Sutisno	Sido Dadi	2	270	1997	SHM Dalam Proses
16	Suwarso	Sido Dadi	2	270	1997	SHM Dalam Proses
17	Sugiyanto	Sido Dadi	2	270	1997	SHM Dalam Proses
18	Warto Ngadirin	Sido Dadi	2	270	1997	SHM Dalam Proses
19	Nurya Wikarta	Sido Dadi	2	270	1997	SHM Dalam Proses
TOTAL			38	4860		

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













Appendix 5: Attendent list

List of Participants				
 Genau. Richtig.				
Clients	Standard(s)	Certification Number(s)	Audit Type	
KUD TERATAI BIRU	1. RSPO Standard for Group Certification, July 2010, National Interpretation RSPO Principles and 2. Criteria for Sustainable Palm Oil Production for Independent Smallholders (INA-NI July 2010).	-	Main Assessment	
Date	Location(s) Production facility(ies)	Auditors	Page/of	
October 24-28, 2016	Desa Peninggalan, Kecamatan Tungkal Jaya, Kabupaten Musi Banyuasin, Provinsi Sumatera Selatan.	1. Wahyu 2. Viknesvaran P. 3. Ade Suidiana 4. Panggading N. 5. Steve Muallim		
Name :	Function :	Participation	Participation	Signature
	Within the company (audit leader / auditor / environmental expert / trainee/.....	Opening meeting	Closing meeting	
Viknesvaran	TUV Rheinland	✓	✓	
WAHYU	TUV Rheinland	✓	✓	
ADESUDIANA	TUV Rheinland	✓	✓	
BAMBANG USU	EM SDF	✓		
Panggading H.N.	TUV RHEINLAND	✓	✓	
STEVE M	TUV		✓	
Narni Kariy	PT. Lonsum	✓	✓	
Astrick Yodya	PT. Lonsum	✓	✓	
URIP HARI UJONO	PT. Lonsum	✓	✓	
Abdullah Suisi	PT. Lonsum	✓	✓	
ENDANG MULYONO	PT. Lonsum	✓	✓	
Suwisna	kelompok III	✓	✓	
Suwikno	kelompok V	✓	✓	
Harjanto	kel IV	✓	✓	

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Koperasi Unit Desa (KUD) Teratai Biru
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South Sumatera Province



List of Participants				
 Genau. Richtig.				
Clients	Standard(s)	Certification Number(s)	Audit Type	
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Name :	Function :	Participation	Participation	Signature
	Within the company (audit leader / auditor / environmental expert / trainee/.....)	Opening meeting	Closing meeting	
Sumpena	KCP. II	✓	✓	
Onipa Samsidi	Wawan	✓	✓	
A. Rusdi	Wawan	✓	✓	
Eastri	Staff KUD	✓	✓	
Dewi Satuni	- " -	✓	✓	
Yeni Agustina	- " -	✓	✓	
Lamsutarmi	iii	✓	✓	
Debri Pramianta	LH. PLG	✓	✓	
ADEIMARANAS	KAM. IK UD	✓	✓	
Schadi	Y. Setara Jember	✓	✓	
M. Arif	KCP. VI	✓	✓	
Pranan	Pengurus KUD	✓	✓	
ASRIJON.T	SETARA	✓	✓	
SULISOXO	KCP VII	✓	✓	

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Koperasi Unit Desa (KUD) Teratai Biru
 Peninggalan Village, Tungkal Jaya Sub District, Musi Banyuasin District,
 South Sumatera Province



List of Participants				
TÜVRheinland® Genau. Richtig.				
Clients	Standard(s)	Certification Number(s)	Audit Type	
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Name :	Function :	Participation	Participation	Signature
	Within the company (audit leader / auditor / environmental expert / trainee!.....)	Opening meeting	Closing meeting	
Adhe P	SETARA	✓	✓	
DEFFID. S	SETARA	✓	✓	
H.M. Yousaf, M.Si	Pengawas.	✓	✓	
Adriana .f	SETARA	✓	✓	
Paryoto	KLP. 2	✓	✓	
Ateke Irwan	RT. Lonsum	✓	✓	
Adi Sarwono	PPL			
genal Sapiu	KA BP1K TK 2019			
Sadi Min	Kecamatan			
Ajusman	Kepala Desa	✓		
Sopian Saad	TO MASY	✓		
H. NAMING	TO MASY	✓		
SAPRI HASAN	T. ADAT	✓		
RUDI HARONO	RT. 01	✓		

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Koperasi Unit Desa (KUD) Teratai Biru
 Peninggalan Village, Tungkal Jaya Sub District, Musi Banyuasin District,
 South Sumatera Province



List of Participants





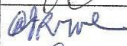
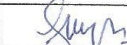
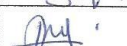

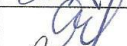
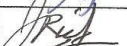

Clients	Standard(s)	Certification Number(s)	Audit Type
KUD TERATAI BIRU	1. RSPO Standard for Group Certification, July 2010, National Interpretation RSPO Principles and 2. Criteria for Sustainable Palm Oil Production for Independent Smallholders (INA-NI July 2010).		Main Assessment
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October 24-28, 2016	Desa Peninggalan, Kecamatan Tungkal Jaya, Kabupaten Musi Banyuasin, Provinsi Sumatera Selatan.	1. Wahyu 2. Viknesvaran P. 3. Ade Sudiana 4. Panggading N. 5. Steve Muallim	

Name :	Function :	Participation	Participation	Signature
	Within the company (audit leader / auditor / environmental expert / trainee!.....)	Opening meeting	Closing meeting	
PARAN	K. RT. 07			
UPEK HAKK UJONO	Lonsom			
Olutaviyana ADE - I.S	Lonsom BPD			
As. Luhu	Faint ure			
Zulkarnain	DISKOP.			
Wahyu	DISKOP.			
Syamsudin	DISKOP.			
DEWI SUKMANA	DISKOP MUBA.			
Debi pramiarta	LH Palembang			
Olutaviyana - S DEFF - A. S	CSO Lonsom URARA			
M. Arief	Kp 6			
Astrick Toyola	SH - after lonsom			

RSPO Certification Assessment Report

Koperasi Unit Desa (KUD) Teratai Biru
 Peninggalan Village, Tungkai Jaya Sub District, Musi Banyuasin District,
 South Sumatera Province



List of Participants				
 TÜVRheinland® Genau. Richtig.				
Clients	Standard(s)	Certification Number(s)	Audit Type	
KUD TERATAI BIRU	1. RSPO Standard for Group Certification, July 2010, National Interpretation RSPO Principles and 2. Criteria for Sustainable Palm Oil Production for Independent Smallholders (INA-NI July 2010).	-	Main Assessment	
Date	Location(s) Production facility(ies)	Auditors	Page/of	
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Name :	Function :	Participation	Participation	Signature
	Within the company (audit leader / auditor / environmental expert / trainee!.....	Opening meeting	Closing meeting	
Sampena	KLP - II			
ADD IMANUDARSA	KUD (SZAPP)			
Ahde Iriwan	CDI Lonsum		✓	
SUCIKUNDU	pengurus KUD			
Paryoto	Kt - I			
Paihan	Pengurus KUD			
Suwirno	KLP. III.			
IRZAH.	Pengurus KUD.			
Herminin	KLP - 4			