

**INDONESIAN NATIONAL INTERPRETATION  
OF RSPO PRINCIPLES AND CRITERIA 2013**

**BY**

**INA – NITF (Indonesian National Interpretation Task Force)**

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## Preface

This National Interpretation is a part of generic document of RSPO (Roundtable on Sustainable Palm Oil) Principles and Criteria for Sustainable Palm Oil Production 2013, which is used as guidance to implement and certify Sustainable Palm Oil Production in Indonesia. This national interpretation is prepared by the Indonesian National Interpretation Taskforce (INA NITF), which comprised of multi stakeholders, such as oil palm grower, supply chain, social and environmental NGO and smallholder. The process, which is facilitated by FORMISBI (Forum on Indonesian Sustainable Palm Oil), took sixteen meetings, including inviting key resource persons from government and non-government agencies, and conducted one physical public consultation meeting and 60-day public consultation period on the RSPO website. The process has also optimally referred to the Laws and Regulations of the Republic Indonesia and considered RSPO Certification System version Final Document approved by RSPO Executive Board (EB) on 26 June 2007.

This Indonesia national interpretation is presented in two languages, Bahasa Indonesia and English. In the process of translation from Bahasa Indonesia into English, different understanding may happen. Therefore, in the event of any difference in definition between the Indonesian language version and the English version, the national interpretation in the Indonesian language version shall be used as reference.

In the event of changes (new or amendment) to the laws and regulations, the latest laws and regulations will automatically take precedence. The necessary definitions have been included in the Guidance and Specific Guidance of this national interpretation.

INA-NITF would like to express sincere gratitude to all parties who have contributed in the development and completion of this national interpretation document.

## Preamble

Sustainable palm oil production is comprised of legal, economically viable, environmentally appropriate and socially beneficial management and operations. This is delivered through the application of the following set of Principles and Criteria, and the accompanying Indicators and Guidance.

The first set of Principles & Criteria, Indicators and Guidance (P&C 2007) have been applied since November 2007. These had been subject to trial implementation from November 2005 to November 2007 and in a number of countries to a subsequent process of National Interpretation. After five years of application by RSPO members, P&C 2007 were reviewed in 2012-2013 by the RSPO Principles and Criteria Review Taskforce.

The objective of the review was to improve the relevance and effectiveness of the Principles and Criteria for its members and in achieving the vision and mission of the RSPO. The review process followed ISEAL best practices, including two public consultations and five physical Taskforce meetings and resulted in the production of the revised RSPO Principles and Criteria for Sustainable Palm Oil Production (RSPO P&C 2013).

In line with ISEAL best practices, this document (RSPO P&C 2013) will be completely reviewed again and subsequently submitted for ratification by the General Assembly of RSPO by November 2018. Prior to the revision in 2018, any changes to the standard must be through recommendation made by the appointed RSPO working group or Taskforce and approved by the General Assembly of the RSPO.

One of the main issues addressed in the review was the recommendations of the RSPO greenhouse gas (GHG) working group. Acknowledging both the importance of the issue and the current challenges of determining emissions, the RSPO has revised an existing Criterion on monitoring and reporting GHG emissions from existing operations and developed a new Criterion on minimising net GHG emissions from new planting developments. However, it is recognised that these significant emissions cannot be monitored completely or measured accurately with current knowledge and methodologies. Therefore, growers and millers commit to an implementation period for promoting best practices in reporting to the RSPO, and after December 31<sup>st</sup>, 2016 to public reporting against both of these Criteria. During the implementation period the RSPO will further develop and improve the RSPO carbon assessment and reporting tools. Growers and millers make this commitment with the support of all other stakeholder groups of the RSPO. These revisions demonstrate the RSPO's commitment to developing credible requirements relating to GHG emissions.

Looking to the future, the RSPO Principles & Criteria Review Taskforce urges the Board of Governors/BoG (previously known as Executive Board) to engage with all grower country governments with the objective of addressing the problem of stateless persons (especially children and women) in the industry.

Besides that, the growers and millers within the RSPO commit to a process whereby they aim to source third party Fresh Fruit Bunches from identified, legal and responsible sources. The RSPO Principles and Criteria Review Taskforce strongly encourages the RSPO BoG to resource and support a process for developing tools and methodologies that can help them achieve these aims.

This document (Indonesian National Interpretation of RSPO P&C 2013) defines Indicators and Guidance for each Criterion. Indicators are specific pieces of objective evidence that shall (must) be in place to demonstrate or verify that the Criterion is being met. Guidance consists of useful information to help the grower/miller and auditor understand what the Criterion and/or Indicators mean in practice, to indicate good practice, and practices that should be followed. Specific Guidance has also been included for certain Indicators for clarity, as well as specific points to be addressed in National Interpretations.

All members, assessors, auditors and Certification Bodies are reminded that any guidance and specific guidance that contains the words 'must' or 'shall' is a mandatory requirement of the P&Cs and not voluntary. In particular the full specific guidance for indicators 2.3.2 and 6.4.2 is mandatory.

This document also identifies and ensures that laws and regulations in Indonesia are respected and fully complied. In the event of changes (new or amendment) to the laws and regulations, the latest laws and regulations will automatically take precedence. Furthermore, if there are other requirements in the Indonesian National Interpretation document which are in contradiction to the Indonesia laws and regulations then it should refer to the existing laws and regulations.

This document (Indonesian National Interpretation of RSPO P&C 2013) is effective after endorsement by the RSPO Board of Governors (BoG). As stated under the RSPO Certification System, National Interpretations (NIs) must be revised to be fully consistent with the RSPO P&C 2013 within 12 months after the date of ratification (April 2014). Certificate holders must be fully compliant with the new version of an NI within one year of it being endorsed. In regards to the complexity of problems, change(s) (new or amendment) of National regulations, the need of additional INA NITF meetings and RSPO review process of the drafts, national interpretation of RSPO P&S 2013 can only be completed in 2016.

Revision maybe made to other RSPO normative documents and guidance to ensure consistency with this document.

Some identified Indonesia's regulations and ratified international conventions and laws applicable for the sustainable palm oil productions have been listed in Annex 1.

The RSPO and its members recognize, support and commit to follow the UN Universal Declaration of Human Rights (<http://www.un.org/en/documents/udhr>) and the ILO's Declaration on Fundamental Principles and Rights at Work (<http://www.ilo.org/declaration/lang--en/index.htm>).

Principle 1: Commitment to transparency			
CRITERION		INDICATOR	
		Major	Minor
1.1	Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.	1.1.2 Records of requests for information and responses to the information requested shall be available.	1.1.1. List of information related to criterion 1.2 that can be accessed by relevant stakeholders shall be available.
<p><b>Specific Guidance:</b>  <b>For 1.1.1:</b> Evidence should be provided by growers and millers that information is received in appropriate form(s) and language(s) by relevant stakeholders. The Information includes RSPO mechanisms for stakeholder involvement, including information on their rights and responsibilities.</p> <p><b>For 1.1.2:</b> Records of requests for information and responses are maintained for a period of time determined by the company, taking into account their importance and need.</p> <p><b>Guidance:</b>            Growers and millers should have a Standard Operating Procedure (SOP) to respond constructively to stakeholders, including a specific timeframe to respond to requests for information. Growers and millers should respond constructively and promptly to requests for information from stakeholders. The SOP should include information on the officer, who may be contacted by the interested external parties.</p> <p>Growers and millers should ensure that sufficient objective evidence exists to demonstrate that the response is timely and appropriate.</p> <p>See Criterion 1.2 for requirements relating to publicly available documentations.            See Criterion 6.2 on consultation.            See Criterion 4.1 on SOPs.</p> <p>Definition of relevant stakeholders according to the Regulation of the Minister of Environment No. 17 year 2012 regarding Guidance for Involvement of Communities in the Process of Environmental and Social Impact Assessment (AMDAL) and Environmental Permit are.</p> <ul style="list-style-type: none"> <li>• Affected communities are the communities who live within the AMDAL study boundary (social boundary), which will be beneficially or adversely affected by the operations and/or plan of activities;</li> <li>• Environmental concerned communities are communities who are not affected by the operations and/or business plan, however they shall pay attention to the environmental and social issues of the upcoming operations and/or business plan, including the potential environmental and social impacts;</li> <li>• Influenced communities by the decisions of AMDAL process are communities who are located outside and or directly adjacent to the boundary of AMDAL study areas relevant to the impact of operations and/or business plan.</li> </ul> <p>Relevant stakeholders are also NGOs that have concerns on the environmental and social issues of the upcoming operations and/or business plan, including the potential environmental and social impacts;</p>			

CRITERION		INDICATOR	
		Major	Minor
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.	1.2.1. Publicly available documents shall include, but are not necessarily limited to: <ol style="list-style-type: none"> <li>a. Land titles/user rights (Criterion 2.2)</li> <li>b. Occupational health and safety plans (Criterion 4.7)</li> <li>c. Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8)</li> <li>d. HCV documentation (Criteria 5.2 and 7.3)</li> <li>e. Pollution prevention and reduction plans (Criterion 5.6)</li> <li>f. Details of complaints and grievances (Criterion 6.3)</li> <li>g. Negotiation procedures (Criterion 6.4)</li> <li>h. Continual improvement plans (Criterion 8.1)</li> <li>i. Public summary of certification assessment report</li> <li>j. Human Rights Policy (Criterion 6.13).</li> </ol>	
<p><b>Guidance:</b>            This concerns management documents relating to environmental, social and legal issues that are relevant to compliance with RSPO Criteria, including monitoring reports.</p> <p>The auditors will comment on the adequacy of each of the documents listed in the public summary of the assessment report.</p> <p>Examples of commercially confidential information include financial data such as costs and income, and details relating to customers and/or suppliers. Data that affects personal privacy should also be confidential. One of legal requirements related to personal privacy is Act No. 14 year 2008 regarding Public Disclosure, clause 17 (h):</p> <p>On-going dispute (within or outside law mechanism) can be considered as confidential information if disclosure of information potentially causes negative impact to all related parties. However, affected stakeholders and parties who are working towards resolutions should have access to relevant information.</p> <p>Examples of information where disclosure could result in potential negative environmental or social outcomes include information on sites of rare species where disclosure could increase the risk of hunting or capture for trade, or sacred sites which a community wishes to maintain as private.</p> <p>Growers and millers should ensure that sufficient objective evidence exists to demonstrate that the level of measuring and monitoring of the management plan, and information, is appropriate and made available.</p>			

CRITERION		INDICATOR	
		Major	Minor
1.3	Growers and millers commit to ethical conduct in all business operations and transactions.		1.3.1 There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions along with the documentation of socialisation process of the policy to all levels of the workers and operations.

**Guidance:**  
All levels of the operations will include contracted third parties (e.g. those involved in security).  
The policy of ethical conduct and integrity should include:

- A respect for fair conduct of business
- A prohibition of all forms of corruption, bribery and fraudulent use of funds and resources;
- A proper disclosure of information in accordance with applicable regulations and accepted industry practices.

The policy should be set within the framework of the UN Convention Against Corruption, in particular Article 12.

Regulations that are related to eradication of corruption are as followings:

- Act No. 7 year 2006 regarding Ratification of United Nations Convention Against Corruption
- Act No.8 year 2010 regarding Prevention and Eradication of Money Laundry.
- Act No. 13 year 1999 regarding Eradication of Corruption.
- Presidential Instruction No.1 year 2013 regarding Action for Corruption Prevention and Eradication

Normal business is the business that complies with all existing regulations.

This written policy should be communicated to the affected parties.

### Principle 2: Compliance with applicable laws and regulations

CRITERION		INDICATOR	
		Major	Minor
2.1	There is compliance with all applicable local, national and ratified international laws and regulations.	2.1.1. Evidence of compliance with relevant legal requirements shall be available.	2.1.2 A documented system, which includes written information on legal requirements, shall be maintained. 2.1.3 A mechanism for ensuring compliance shall be implemented. 2.1.4 A system for tracking any changes in the law shall be



			available and implemented.
<p><b>Specific Guidance:</b>  <b>for 2.1.4:</b> The systems used for tracking any changes in laws and regulations should be appropriate to the scale of the organization</p> <p><b>Guidance:</b>  Implementing all legal requirements is an essential baseline requirement for all growers and millers whatever their location or size. Relevant legislation includes, but is not limited to:</p> <ol style="list-style-type: none"> <li>Land use period and right</li> <li>Labour</li> <li>Agricultural practices (e.g. chemical use)</li> <li>Environment (e.g. wildlife, pollution, environmental management and forestry)</li> <li>Storage</li> <li>Transportation and processing practices.</li> </ol> <p>It also includes laws made pursuant to a country's obligations under international laws or conventions (e.g. the Convention on Biological Diversity (CBD), ILO core Conventions, UN Guiding Principles on Business and Human Rights). Furthermore, where countries have provisions to respect customary law, these will be taken into account.</p> <p>Key international laws and conventions are set out in Annex 1.  Legal requirements are existing laws and regulations some of which are set out in Annex 1.</p>			
CRITERION		INDICATOR	
		Major	Minor
2.2	The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.	<p>2.2.1. Documents showing legal ownership or lease, history of land tenure ownership/control, and the actual legal use of the land shall be available.</p> <p>2.2.4. There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved.</p> <p>2.2.6. To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and/or planned operations</p>	<p>2.2.2. Legal boundaries are demonstrated clearly and maintained.</p> <p>2.2.3. In the event that there is a dispute or a dispute has occurred, adequate evidence of legitimate acquisition and compensation or compensation settlement process through conflict resolution which has been received through Free, Prior and Informed Consent by all related parties shall be provided.</p> <p>2.2.5. For any conflict or dispute over the land, the evidence of the extent of disputed area is mapped out in a participatory way with involvement of affected parties (including neighboring communities and local government where applicable), shall be available.</p>
<p><b>Specific Guidance:</b>  <b>For 2.2.1:</b> The documents required to demonstrate legal ownership, lease or control and use of land shall include those related to getting the land permit or transfer of land right and up to the operational right.</p>			

**For 2.2.2:** Grower should cease operations on land planted beyond the legally determined area and there should be specific plans in place to address such issues for associated smallholders.

**For 2.2.6:** The company policy should require the use only of legally recognized private security personnel in their operations and prohibit extra-judicial interference and intimidation by the security personnel as mentioned above (see Criterion 6.13).

**Guidance:**

The company has SOP for Land Acquisition to ensure that there is no removal of legal, customary or user rights (see 6.4.1 & 6.4.2)

Descriptions of those rights are as follows:

- a. Legal Right may be in the form of Land Certificates (Ownership Right / *Hak Milik*, User Right /*Hak Guna Usaha*), Registration Letter / *Surat Keterangan Terdaftar*, Letter of Inheritor Right / *Surat Keterangan Hak Waris*, and or Letter of *Girik* Right/*Surat Keterangan Hak Girik*.
- b. Customary Right in the Local Regulation/Perda (based on Constitution Court Decision No. 35/PUU-X/2012 regarding Customary Forest) determined through participatory mapping of customary land by the legitimate customary law community who are recognized by the surrounding customary law community and refers to Regulation of the Minister of Home Affairs (Permendagri) No. 52 year 2014 regarding Guideline of Recognition and Protection of Customary Law Community and Regulation of the State Minister of Agrarian Affairs/Head of National Land Agency (BPN) No. 5 year 1999 regarding Guidelines for the Settlement of Problems Related to the Communal Reserved Land of the Customary Law Abiding Community.
- c. User Right may be in the form of evidence of land leasing from the legal right holder, and/or official letter from the Village Head based upon testimony of communities or individual where their areas are adjacent to that land.

Customary area is customary land, including soil, water and or waters and natural resources with certain boundaries, owned, utilized and preserved for generations and on sustainable basis to fulfill the needs of their livelihood that was acquired from their ancestor or claimed ownership of communal land or customary forest.

Where there is a conflict on the condition of land use as per land title, growers should show evidence that necessary actions have been taken to resolve the conflict with relevant parties

A mechanism should be in place to resolve any conflict (Criteria 6.3 and 6.4).

Where operations overlap with other rights holders, companies should resolve the issue with the appropriate authorities, consistent with Criteria 6.3 and 6.4.

Historical data of land ownership should be provided by the company for a minimum of one period of ownership/control.

If there is a claim on customary right, this shall be legally demonstrated.

CRITERION		INDICATOR	
		Major	Minor
2.3	Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their free, prior and informed consent.	2.3.1. Maps with appropriate scale showing the extent of recognized legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighboring communities where applicable,	2.3.2. Copies of negotiated agreements including the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and these include: <ol style="list-style-type: none"> <li>a. Evidence of consultation</li> <li>b. Statement of transfer of rights</li> </ol>

		<p>and relevant authorities).</p> <p>2.3.4. Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel.</p>	<p>c. Evidence of compensation See specific guidance 2.3.2</p> <p>2.3.3. Relevant information shall be available in appropriate forms and languages, including analysis of impacts, proposed benefit sharing, and legal arrangements.</p>
<p><b>Specific Guidance:</b>  <b>For 2.3.2 :</b>  Copies of negotiated agreements shall include at minimum:</p> <ol style="list-style-type: none"> <li>A plan that should be developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making;</li> <li>Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken;</li> <li>Evidence that the company has ensured that affected communities have understood and accepted the legal, economic, environmental and social implications for permitting operations on their land, including the implications for the legal status of their land at the expiry of the company's title or concession. The company shall inform the legal implication based upon, but not limited to, Act No. 50 year 1960 and Government Regulation No. 40 year 1996 regarding Land-Use Right (<i>HGU</i>), Building-Use Right (<i>HGB</i>), and User Right, where the land will be owned by the state if <i>HGU</i> right is expired, not be extended and or updated.</li> <li>Evidence that the company has informed the plan for partnership program.</li> </ol> <p><b>For 2.3.4:</b> Evidence of proxy letter from the community group, individual and/or company to the institution which represents community at the negotiation process, shall be demonstrated.</p> <p><b>Guidance:</b>  All indicators are applied to all oil palm plantations developed after November 2005, with exception to plantations developed prior to November 2005 that may not have records dating back to the time of decision making, in particular for compliance with Indicators 2.3.1 and 2.3.2.</p> <p>Where there are legal or customary rights exist over land, the grower should demonstrate that these rights are understood, and are not being threatened or reduced. These Criteria should be considered in conjunction with Criteria 6.4, 7.5 and 7.6. Where customary rights areas are unclear, these should be established through participatory mapping exercise involving affected parties (including neighbouring communities and local authorities).</p> <p>This Criterion allows for sales and negotiated agreements to compensate other users for lost benefits and/or relinquished rights. Negotiated agreements should be non-coercive and entered into voluntarily, carried out prior to new investments or operations, and based on an open sharing of all relevant information. The representation of communities should be transparent and in open communication with other community members. Adequate time should be given for customary decision making and iterative negotiations allowed for, where requested. Negotiated agreements should be binding on all parties and enforceable in the courts. Establishing certainty in land negotiations is of long-term benefit for all parties</p> <p>Growers and millers should refer to the RSPO approved FPIC guidance (RSPO endorsed <i>Free, Prior and Informed Consent Guide for RSPO Members</i>, November 2015).</p>			

Companies should be especially careful where they are offered lands acquired from the State by its invoking the national interest (also known as 'eminent domain').

**Principle 3: Commitment to long-term economic and financial viability**

CRITERION		INDICATOR	
		Major	Minor
3.1	There is an implemented management plan that aims to achieve long-term economic and financial viability.	3.1.1. A documented management plan, a minimum of three years shall be available, including, where appropriate, plan for scheme smallholders.	3.1.2. An annual replanting program projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available.

**Specific Guidance:**  
**For 3.1.1:** The business or management plan should contain:  
 a. Attention to quality of planting materials;  
 b. Crop projection = Fresh Fruit Bunches (FFB) yield trends;  
 c. Mill extraction rates = Oil Extraction Rate (OER) trends;  
 d. Cost of Production = cost per ton of Crude Palm Oil (CPO) trends;  
 e. Forecast prices;  
 f. Financial indicators.  
 Suggested calculation: trends in 3-year running mean over the last decade (FFB trends may need to allow for low yield during major replanting programs).

**Guidance:**  
 Whilst it is recognized that long-term profitability is also affected by factors outside their direct control, top management should be able to demonstrate attention to economic and financial viability through long-term management planning. There should be longer term planning for plantations on peat, particularly in regards to subsidence and flooding issues (see Indicator 4.3.5).

Consideration of smallholders should be inherent in all management planning where applicable (see also Criteria 6.10 and 6.11). For scheme smallholders, the company should refer to *RSPO Guidance On Scheme Smallholders, July 2009* or endorsed final revision.

Growers should have a system to improve practices in line with new information and techniques. For smallholder schemes, the scheme management should be expected to provide their members with information on significant improvements.

This Criterion is not applicable to independent smallholders (refer to *RSPO Guidance for Independent Smallholders under Group Certification, June 2010*).

**Principle 4: Use of appropriate best practices by growers and millers**

CRITERION	INDICATOR
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		Major	Minor
4.1	Operating procedures are appropriately documented, consistently implemented and monitored.	<p>4.1.1. Standard Operating Procedures (SOPs) for estates (land clearing to harvesting) and SOP for mills (reception of FFB to dispatch of CPO and PKO) shall be available.</p> <p>4.1.4 Records of the origins of all third-party FFB sourced (collector, deliver, Cooperative, Farmers Association and outgrower) shall be available.</p>	<p>4.1.2. Checking or monitoring of operations procedures is conducted at least once a year.</p> <p>4.1.3. Records of monitoring and any follow-up actions shall be available.</p>
<p><b>Specific Guidance:</b>  <b>For 4.1.1 and 4.1.4:</b> SOPs and documentations for mills should include relevant supply chain requirements (see <i>RSPO Supply Chain Certification Standard, Nov 2011</i>).</p> <p>Mechanisms to check implementations could include documentation management systems and internal control procedures. These procedures refer to the Best Management Practices for Oil Palm in Indonesia, such as Technical Guideline for Oil Palm Development, Directorate General of Estate Crops, Ministry of Agriculture, 2006.</p>			
CRITERION		INDICATOR	
		Major	Minor
4.2	Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.	4.2.1. A record of SOP implementation to maintain soil fertility that ensures optimal and sustained yield, shall be available	<p>4.2.2. Records of fertilizer inputs shall be available</p> <p>4.2.3. Records of periodical leaf, soil and visual analysis shall be available</p> <p>4.2.4. A nutrient recycling strategy is recorded, including use of Empty Fruit Bunches (EFB), land application, and palm residues after replanting</p>
<p><b>Guidance:</b>  Long-term fertility depends on maintaining the structure, organic matter content, nutrient status and microbiological health of the soil. Growers should ensure that they follow the best practices. Nutrient efficiency should take account of the age of plantations and soil conditions.</p> <p>The nutrient recycling strategy should include any use of biomass for by-products or energy production.</p> <p>One of the guidance may be used as a reference to the Technical Guideline for Oil Palm Development, Directorate General of Estate Crops, Ministry of Agriculture (2006)</p>			
CRITERION		INDICATOR	
		Major	Minor
4.3	Practices minimize and control erosion and degradation of soils.	<p>4.3.1. Maps of any fragile soils shall be available</p> <p>4.3.4. Subsidence of peat soils shall be minimised and</p>	4.3.2. A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil

		<p>monitored. A documented water and ground cover management programme shall be in place.</p>	<p>and climate specific).</p> <p>4.3.3. A road maintenance program shall be in place.</p> <p>4.3.5. Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing.</p> <p>4.3.6. A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils).</p>
<p><b>Specific Guidance:</b></p> <p><b>For 4.3.2:</b> Management strategy on areas planted with steep slope may refer to the Technical Guidance for Oil Palm Development, Directorate General of Estate Crops, Agriculture Ministry (2006). Area with slope of &gt;40% shall be avoided</p> <p><b>For 4.3.4:</b> For existing plantings on peat, the water table should be maintained at an average of at least 50 cm (40 – 60 cm) below ground surface measured with groundwater piezometer readings, or an average of 60 cm (between 50 – 70 cm) below ground surface as measured in water collection drains as per the Manual Best Management Practices for existing oil palm cultivation on peat, June 2012 or as per existing regulation if equal or shallower measured through a network of appropriate water control structures e.g. weirs, sandbags, etc. in fields, and watergates at the discharge points of main drains (Criteria 4.4 and 7.4).</p> <p>Regulations regarding water table on peat may refer, but not limited, to:</p> <ol style="list-style-type: none"> <li>1. Government Regulation No. 71 year 2014 regarding Protection and Management of Peat Ecosystem</li> <li>2. Regulation of Minister of Agriculture No. 14 year 2009 regarding Guideline of Oil Palm Cultivation on Peat</li> <li>3. Regulation of Minister of Agriculture No. 11 year 2015 regarding Guideline of Indonesia Sustainable Palm Oil Plantation (ISPO)</li> </ol> <p><b>For 4.3.5:</b> Where drainability assessments have identified areas unsuitable for oil palm replanting, plans should be in place for appropriate rehabilitation or alternative use of such areas. If the assessment indicates high risk of serious flooding and/or salt water intrusion within two crop cycles, growers and planters should consider ceasing replanting and implementing rehabilitation</p> <p>Plantations on peat should be managed at least to the standard set out in the '<i>RSPO Manual on Best Management Practices (BMPs) for existing oil palm cultivation on peat</i>', June 2012 (especially water management, fire avoidance, fertilizer use, subsidence and ground surface management).</p> <p><b>Guidance:</b></p> <p>Techniques that minimize soil erosion are well known and should be adopted, where appropriate. These should include practices such as ground cover management, biomass recycling, terracing, and natural regeneration or restoration instead of replanting.</p>			
<p>CRITERIA</p>		<p>INDICATOR</p>	

		Major	Minor
4.4	Practices maintain the quality and availability of surface and ground water.	4.4.2. Protection of water courses and wetlands, including securing and maintaining appropriate riparian and other buffer zones, at the time of or prior to replanting shall be demonstrated.	<p>4.4.1. An implemented water management plan shall be in place.</p> <p>4.4.3. Records for monitoring of effluent especially BOD (<i>Biochemical Oxygen Demand</i>) and efforts to comply with legal requirements, shall be available (see criteria 2.1 and 5.6)</p> <p>4.4.4. Monitoring of mill water use per ton of FFB shall be recorded</p>
<p><b>Specific Guidances:</b></p> <p><b>For 4.4.1:</b> The water management plan will:</p> <ol style="list-style-type: none"> <li>Take account of the efficiency of use and renewability of sources;</li> <li>Ensure that the use and management of water by the operation does not result in adverse impacts on other users within the catchment area, including local communities and customary water users;</li> <li>Aim to ensure local communities, workers and their families have access to adequate, clean water for drinking, bathing, cleaning and latrine purposes;</li> <li>Avoid contamination of surface and ground water through run-off of soil, nutrients or chemicals, or as a result of inadequate disposal of waste including Palm Oil Mill Effluent (POME).</li> </ol> <p><b>For 4.4.2:</b> Refer to the 'RSPO Manual On Best Management Practices (BMP) for management and rehabilitation of natural vegetation associated with oil palm cultivation on peat', July 2012.</p> <p>Growers and millers should address the effects of their use of water and the effects of their activities on local water resources.</p> <p><b>For 4.4.3 :</b></p> <p>The references and standard may refer, but not limited to:</p> <ol style="list-style-type: none"> <li>Decree of the Minister of Environment No. 51 year 1995 regarding Industrial Effluent Quality</li> <li>Decree of the Minister of Environment No. 28 year 2003 regarding Technical Guidance Assessment Effluent Usage from Industry to Soil in Palm Oil Plantation.</li> <li>Regulation of the Minister of Environment No. 12 year 2006 regarding Requirements and Mechanism of Legal Permit to Discharge Effluent to the Sea.</li> </ol> <p>National regulations relate to riparian strip are, such as:</p> <ol style="list-style-type: none"> <li>Government Regulation No. 38 year 2011 regarding River.</li> <li>Government Regulation No. 37 year 2012 regarding Management of Riparian Strip.</li> <li>Government Regulation No. 26 year 2008 regarding National Landscape, clause 56 (2) riparian strip outside settlement area is divided with following criteria: <ul style="list-style-type: none"> <li>- Riparian strip of at least 5 meter width from the outer dike along the river bank with dike</li> <li>- Riparian strip of at least 100 meter from river side along main river bank without dike outside settlement area,</li> <li>- Riparian strip of at least 50 meter from river side along sub-main river bank without dike outside settlement area</li> </ul> </li> <li>Presidential Decree No. 32 year 1990 clause 16, regarding Criteria of Riparian Strip:</li> </ol>			

a. At least 100 meter from outer main river and 50 meter from sub-main river, which is located outside settlement area.

b.

No	River Type	Cross-Section Projection	Outside Settlement		Inside Settlement		Article
			Criteria	Minimum Riparian	Criteria	Minimum Riparian	
1	River with dike (measured from outer dike side)		-	5 m	-	3 m	Article 6
2	River without dike (measured from river edge)		Main River (river cross-sectional area > 500 km <sup>2</sup> )	100 m	Depth: > 20 m	30 m	Article 7 & 8
			Sub-main River (river cross-sectional area < 500 km <sup>2</sup> )	50 m	Depth: 3 m to 20 m	15 m	Article 7 & 8
3	Lake/dam (measured from highest water tide to land)		-	50 m	-	50 m	Article 10
4	Spring (around Spring)		-	200 m	-	200 m	Article 10
5	River that influenced by tidal (from river edge)		-	100 m	-	100 m	Article 10

For river in

settlement area, the riparian strip should be appropriate to build inspection path between 10 to 15 meters width.

5. Regulation of the Minister of Public Work No. 63 year 1993 regarding Riparian Strip, River Usage Area, River Authorization Area, Criteria of Riparian Strip Line.



CRITERIA		INDICATOR	
		Major	Minor
4.5	Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.	4.5.1. Monitoring of Integrated Pest Management (IPM) plan implementation shall be available.	4.5.2. Training records of Integrated Pest Management (IPM) shall be available.
<p><b>Guidance:</b>  Growers should apply recognized IPM techniques, incorporating cultural, biological, mechanical and physical methods to minimize the use of chemicals. Native species should be used in biological control where possible.</p> <p>Regulations to be referred are such as:</p> <ol style="list-style-type: none"> <li>Guidance for Advancement of Pesticides usage, Directorate General of Infrastructure and Facilities, Ministry of Agriculture (2011)</li> <li>Technical Guidance for the Development of Oil Palm Plantation, Directorate General of Estate Crops, Ministry of Agriculture (2006)</li> </ol>			
CRITERION		INDICATOR	
		Major	Minor
4.6	Pesticides are used in ways that do not endanger health or the environment.	<p>4.6.1. Documented evidence shall be available to show that pesticide used based on regulations and the use of pesticide is specific to target species with appropriate dosage which have minimal impact on non-target species.</p> <p>4.6.2. Records of pesticides use (including active ingredients used and their LD<sub>50</sub>, area treated, amount of active ingredients applied per Ha and number of applications) shall be available.</p>	4.6.4. The evidence shall be available to demonstrate that use of Pesticides, categorized in Class 1A or 1B by World Health Organization, or those are listed in the Stockholm and Rotterdam Conventions, and paraquat are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimized and eliminated as part of a plan, and shall only be used in exceptional circumstances.

		<p>4.6.3. Any use of pesticides shall be minimized as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in Indonesia Best Practice guidelines</p> <p>4.6.5. Evidence of pesticide application by trained person and in accordance with application guidelines in product label and storage guidelines shall be available. Appropriate safety equipment shall be provided and utilized. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7)</p> <p>4.6.6. Storage of pesticides shall be according to recognised best practices. All pesticides containers shall be properly managed according to the existing regulations and or instructions enclosed on the containers (see criterion 5.3).</p> <p>4.6.8. Pesticides may only be applied aerially where there is a documented justification. Surrounding communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application</p> <p>4.6.11. Annual medical records of pesticide operators, and follow-up treatment of medical results, shall be available</p> <p>4.6.12. Records shall be available to show that spraying is not conducted by pregnant or breast-feeding women.</p>	<p>4.6.7. Application of pesticides shall be by proven methods that minimize risk and negative impacts.</p> <p>4.6.9. Evidence of training on handling pesticide for workers and scheme smallholder (if any) shall be available</p> <p>4.6.10. Proof that pesticide waste has been handled as per legal regulations and understood by worker and manager, shall be demonstrated</p>
	<p><b>Specific Guidances:</b></p> <p><b>For 4.6.1:</b> Measures to avoid resistance on target species (such as application of pesticide rotations) should be applied, which consider less harmful alternatives and IPM. <b>For 4.6.3:</b> Justification of the use of such pesticides will be included in the public summary report.</p> <p><b>For 4.6.4:</b> Use of paraquat, as one of the restricted use pesticides, shall refer to the Regulation of the Minister of Agriculture No. 24 year 2011. Operators involve in the use of restricted pesticides must be certified by Pesticide Commission (<i>Komisi Pestisida</i>).</p>		

**For 4.6.5:** Requirement pertaining to Personal Protected Equipment (PPE) shall refer to the Regulation of the Minister of Manpower No.8 year 2010 regarding PPE and Material Safety Data Sheet. Use of pesticides must follow guidance stated on the product's label. If there are gaps between the use of pesticides and the guidance, documented justification should be provided,

**For 4.6.6:** Some regulations regarding pesticides are:

- a. Government Regulation No. 18 year 1999 regarding Toxic and Hazardous Materials Management
- b. List of Toxic & Hazardous Materials from specific source, unspecific source, expired chemical, leaked chemical, residue, container, or product disposal which does not comply with the specification of Government Regulation No. 85 year 1999 regarding changes of Government Regulation No. 18 year 1999 regarding the Management of Hazardous and Poisoned Waste.
- c. *FAO International Code of Conduct on the distribution and use of pesticides* and its guidance and supported by relevant industrial guidance (see Annex 1).
- d. Regulation of the Minister of Agriculture No. 01/ Permentan/OT.140 /1/2007 regarding List of Banned and Restricted Pesticide (based on active ingredients).
- e. Regulation of the Minister of Agriculture No. 24/Permentan/SR.140/4/2011 regarding Requirement and Mechanism to Register Pesticide.
- f. Stockholm Convention regarding Consistent Organic Pollutant which had been ratified with Act No. 19 year 2009
- g. Guidance for Advancement of Pesticides usage, Directorate General of Infrastructure and Facilities, Ministry of Agriculture (2011)

**Guidance:**

The RSPO has identified some examples of alternatives to pesticide use, which include those listed in the '*Research project on Integrated Weed Management Strategies for Oil Palm; CABI, April 2011*'

Pesticides application on peatland and swamp may use IPM methods, such as in the RSPO Manual on Management Practices (BMPs) for Management and Rehabilitation of Natural Vegetation Associated with Oil Palm Cultivation on Peat.

CRITERION		INDICATOR	
		Major	Minor
4.7	An occupational health and safety plan is documented, effectively communicated and implemented.	<p>4.7.1. A health and safety policy shall be in place. A health and safety plan shall be documented and implemented, and its effectiveness monitored.</p> <p>4.7.2. A documented risk assessment shall be available and its implementation shall be recorded.</p> <p>4.7.3. Records of Occupational Health and Safety</p>	<p>4.7.5 A procedure for emergency and work accident shall be available in Indonesian Language; and the workers, who have attended First Aids training, are available in the working areas.</p> <p>4.7.6 All workers shall be provided with medical care, and covered by accident insurance (see criterion 6.5.3).</p> <p>4.7.7 Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics.</p>

		(OHS) program (see 4.8) and Personal Protective Equipment (PPE) training in accordance with the result of hazard identification and risk analysis shall be available to all workers.	
		4.7.4 The responsible person(s) for occupational health and safety shall be identified and there shall be records of periodical meetings on health and safety issues	
<p><b>Specific Guidance:</b>  <b>For 4.7.2:</b> All precautions attached to products shall be properly observed, understood, and applied.</p> <p><b>For 4.7.3:</b> Adequate and appropriate Personal Protective Equipment (PPE) shall be available to all workers at the workplace based on the result of Identification of Sources of Hazard and Risk Control including all potentially hazardous operations, such as the use of pesticides, operating machinery, land preparation, harvesting and if it is used, burning.</p> <p><b>For 4.7.4 :</b> Workers shall be represented in the Advisory Committee for Occupational Safety and Health (P2K3) based on the Regulation of the Minister of Manpower No. 4 year 1987.</p> <p><b>For 4.7.5:</b> Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.</p> <p><b>For 4.7.7:</b> Lost Time Accident requirements should refer to Decree of the Minister of Manpower and Transmigration No. 609 year 2012 regarding Guidance to Solve Working Accident Case and work-related illness.</p> <p><b>Guidance:</b>  Growers and millers should ensure that the workplace, machinery, equipment, transport and processes under their control are safe and without undue risk to health. Growers and millers should ensure that the chemical, physical and biological substances and agents under their control are without undue risk to health, and appropriate measures are taken if needed. All indicators apply to all workers regardless of status.  The health and safety plan should also refer to the Government Regulation No. 50 year 2012 regarding Application of Occupational Health and Safety Management System.</p>			
<b>CRITERION</b>		<b>INDICATOR</b>	
		<b>Major</b>	<b>Minor</b>
4.8	All staff, workers, smallholders and contract workers are appropriately trained.	4.8.1. Records of training program related to the aspects of RSPO Principles and Criteria shall be available	4.8.2 Records of training for each employee shall be maintained.
<p><b>Guidance:</b>  Workers should be adequately trained on: the health and environmental risks of pesticide exposure; recognition of acute and long-term exposure symptoms including the most vulnerable groups (e.g. young workers, pregnant women); ways to minimize exposure to workers and their families; and international and national instruments or regulations that protect workers' health.</p>			

The training program should include productivity and best management practice, and be appropriate to the scale of the organization.

Training should be given to all staff and workers by growers and millers to enable them to fulfil their jobs and responsibilities in accordance with documented procedures, and in compliance with the requirements of these Principles, Criteria, Indicators and Guidance.

Contract workers should be selected for their ability to fulfil their jobs and responsibilities in accordance with documented procedures, and in compliance with the requirements of the RSPO Principles, Criteria, Indicators and Guidance.

Growers and millers should demonstrate training activities for schemes smallholders who provide Fresh Fruit Bunches (FFB) on a contracted basis.

Workers on smallholder plots also need adequate training and skills, and this can be achieved through extension activities of growers or millers that purchase fruit from them. This training may be conducted through smallholders' organizations, or through collaboration with other institutions and organizations (see *Guidance on Scheme Smallholders', July 2009*)

The contract workers in Indonesia refer to the Fixed Term Contract (*PKWT*) and Non-fixed Term Contract (*PKWTT*) based on the Decree of the Minister of Manpower No. 100 year 2004; and the Regulation of the Minister of Manpower & Transmigration No. 19 year 2012 regarding Requirements for Transfer of Parts of Work to Other Company(ies).

**Principle 5: Environmental responsibility and conservation of natural resources and biodiversity**

CRITERION		INDICATOR	
		Major	Minor
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 continual improvement.	5.1.1. Environmental impact assessment document(s) shall be available.	5.1.2. Environment management plan document to prevent negative impacts, its implementation report and revision (if the identification of impact requires changes in current company's practices) shall be available. The company's management shall appoint the responsible person(s) for the implementation of the document.  5.1.3. Environment monitoring plan document, its implementation report, and the corrective plan (if non-conformance arised from the monitoring result) shall be available. This plan is reviewed on two-yearly basis.
<p><b>Guidance:</b> Report on environmental management and monitoring may be in the form of <i>RKL &amp; RPL</i> reports in accordance with the provisions of <i>AMDAL</i> and/or other documents as required in the Environmental Management System (ISO 14000). For environmental aspects which have not yet been included in the Environmental Impact Analysis document (in accordance with government regulation), such as Greenhouse Gas, High Conservation Value, a study may be conducted separately and in accordance with the requirements of the RSPO</p>			

Principles and Criteria.

If there are impacts identified, that may change the on-going operations, the company should implement corrective actions on the operational practices within this specified period.

Document of environment impact assessment is the environment document based on the existing regulations, such as:

- a. Environmental Impact Assessment (*Analisis Mengenai Dampak Lingkungan Hidup/AMDAL*) for plantation with areas of  $\geq 3000$  Ha
- b. Environmental Management Effort (*Upaya Pengelolaan Lingkungan Hidup/UPL*) and Environmental Monitoring Effort (*Upaya Pemantauan Lingkungan Hidup/UKL*) for plantation with areas of  $< 3000$  Ha.
- c. Environmental Management Document (*Dokumen Pengelolaan Lingkungan Hidup/DPLH*)
- d. Environmental Evaluation Document (*Dokumen Evaluasi Lingkungan Hidup/DELH*)
- e. Environmental Information Performance (*Penyajian Informasi Lingkungan Hidup/PIL*)
- f. Environmental Evaluation Performance (*Penyajian Evaluasi Lingkungan Hidup/PEL*)
- g. Environmental Evaluation Study (*Studi Evaluasi Lingkungan Hidup/SEL*)
- h. Environment Management and Monitoring Document (*Dokumen Pengelolaan dan Pemantauan Lingkungan Hidup/DPPL*)
- i. Declaration Letter for Managing and Monitoring Environment (*Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup/SPPL*)
- j. And others recognised by the government.

Bearing in mind the potential impacts of the development activities to the environment, it is important for the following environmental characteristics to be taken into consideration:

- a. Environment components where their functions will be sustainably preserved and protected, particularly:
  - Protected forest, conservation forest, and biosphere reserve;
  - Water sources;
  - Biodiversity;
  - Air quality;
  - Natural and cultural heritage;
  - Environmental comfort;
  - Cultural values in harmony with the environment
  
- b. Environment components which may structurally change and these changes are considered significant by the communities surrounding the operational areas, such as:
  - Ecosystem function(s);
  - Land ownership and tenure;
  - Job and business opportunities;
  - Community's standard of living;
  - Public health

The company shall submit the required periodical environmental management implementation and monitoring report to the relevant authorities. The company is responsible for providing sufficient objective evidence to the audit team demonstrating full compliance to the Environmental Impact Assessment (AMDAL) requirement covering all aspects of plantation and mills operations, as well as incorporating all changes recorded over that period of time.

The environmental impact assessment should cover the following activities, where they are undertaken:

- a. Building new roads, processing mills or other infrastructure;
- b. Putting in drainage or irrigation systems;
- c. Replanting and/or expansion of planting areas;
- d. Management of mill effluents (Criterion 4.4);
- e. Clearing of remaining natural vegetation;
- f. Management of pests and diseases by controlled burning (referred to clause 11 of Government Regulation No. 4 year 2001 (Criteria 5.5 and 7.7).

Impact assessment can be a non-restrictive format e.g. ISO 14001 EMS and/or EIA report incorporating elements spelt out in this Criterion and raised through stakeholder consultation.

Environmental impacts may be identified on soil and water resources (criteria 4.3 and 4.4), air quality (criterion 5.6), greenhouse gases calculation analysis, biodiversity and ecosystems, and people's amenity (Criterion 6.1), both on and off-site.

Stakeholder consultation has a key role in identifying environmental impacts. The inclusion of consultation should result in improved processes to identify impacts and to develop any required mitigation measures.

For smallholder schemes, the scheme management has the responsibility to undertake impact assessment and to plan and operate in accordance with the results (refer to *'Guidance on Scheme Smallholders'*, July 2009 or its endorsed final revision).

The Strategic Environment Study Result (KLHS) by the government, shall be placed as main consideration while conducting replanting.

Regulations related to the environment documents, are such as:

1. Government Regulation (PP) No. 27 of 2012 regarding Environment Permit
2. Regulation of the Minister of Environment No. 13 year 2010 regarding Environment Management and Monitoring Effort (UKL-UPL) and Environment Management and Monitoring Effort (UKL-UPL) and Declaration Letter for Managing and Monitoring Environment (SPKL)
3. Regulation of the Minister of Environment No. 5 year 2012 regarding Environment Evaluation Document (DELH)
4. Regulation of the Minister of Environment No. 14 year 2010 regarding Environment Management and Monitoring Document (DPPL)
5. Regulation of the Minister of Environment No. 12 year 2007 regarding Environment Management and Monitoring Document for Business and or Activities, with Absence of Environment Management Document.
6. Regulation of the Minister of Environment No. 5 year 2012 regarding Types of Business Obligated to Have AMDAL
7. Regulation of the Minister of Environment No. 17 year 2012 regarding Involvement of Community and Information Transparency in the AMDAL Process
8. Regulation of the Minister of Environment No. 8 year 2006 regarding Guidance for AMDAL Preparation
9. Decree of the Head of Bapedal No. No. 299 of 1996 regarding Technical Guidance of Social Aspects Study in Establishing AMDAL
10. Regulation of the Minister of Environment No. 11 year 2008 regarding Competence Requirements for AMDAL Preparation Documents and Requirements for Training Institutions in Conducting Training for AMDAL competence.
11. Regulation of the Minister of Environment No. 15 year 2013 regarding Measurement, Reporting and Verification for Mitigation Action of Climate Change

In the Regulation of the Minister of Environment No. 14 year 2010, the environment document is a document covering environment management and monitoring, and may be in

	the form of AMDAL, Environment Management and Monitoring Efforts (UKL-UPL), Declaration Letter for Managing and Monitoring Environment (SPKL), Environment Management and Monitoring Document (DPPL), Study to Evaluation on the Environment Impacts (SEMDAL), Environment Evaluation Study (SEL), Environment Information Performance (PIL), Environment Evaluation Performance (PEL), Environment Management Document) (DPLH), Environment Management and Monitoring (RKL-RPL), Environment Evaluation Document (DELH), and Environment Audit.		
CRITERION		INDICATOR	
		Major	Minor
5.2	The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced.	<p>5.2.1. Record(s) on the results of High Conservation Value (HCV assessment) that includes both the planted area and the relevant wider landscape-level considerations (such as wildlife corridors) shall be available</p> <p>5.2.2. Where rare, threatened or endangered (RTE) species and or other HCVs are present or affected by the plantation and mill operations, an appropriate measures that are expected to maintain or enhance them shall be implemented through a management plan</p>	<p>5.2.3. Program(s) to socialize the status of protected, rare, threatened or endangered (RTE) to all workers shall be available, including records of appropriate sanction disciplinary measures to any individual working for the company who is found to capture, harm, collect or kill these species.</p> <p>5.2.4. Once the management plan is prepared, continuous monitoring documentation and report regarding the status of the RTE and HCVs are affected by the operations of the plantation and palm oil mill shall be available, and the results of monitoring are to be used to follow-up on the improvement of the management plan.</p> <p>5.2.5. Where HCV areas overlapped with an identified local community's land, there shall be evidence of a negotiated agreement that optimally safeguard their HCVs and the local community's rights</p>
<p><b>Specific Guidance:</b></p> <p><b>For 5.2.1:</b> This information will cover:</p> <ol style="list-style-type: none"> <li>Presence of protected areas that could be significantly affected by the grower or miller;</li> <li>Conservation status (e.g. IUCN status), legal protection, population status and habitat requirements of rare, threatened, or endangered (RTE) species that could be significantly affected by the grower or miller;</li> <li>Identification of HCV habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower or miller.</li> </ol> <p>HCV Identification may be conducted internally (by the company, where the team leader shall be registered in the HCVRN-Assessors Licensed Scheme (ALS), through peer-review by the competent experts, prepared in accordance to the common <i>Guidance for the identification of HCV 2013</i>. If the company has no expert for assessing certain HCV type(s), then it may use the external assessor(s). The HCV assessor team needs to have experience in the assessed ecosystem to minimise inaccuracy risk of the HCV assessment. If possible, each external assessor who comes from outside the assessed areas should cooperate with the local or regional expert(s). The HCV report shall describe the composition and qualification of the assessor team in biological and social aspects.</p> <p><b>For 5.2.2:</b> These measures will include:</p>			



- a. Ensuring that any legal requirements relating to the protection of the species or habitat are met;
- b. Avoiding damage to and deterioration of HCV habitats such as by ensuring that HCV areas are connected, corridors are conserved, and buffer zones around HCV areas are created;
- c. Controlling any illegal or inappropriate hunting, fishing or collecting activities, and developing responsible measures to resolve human-wildlife conflicts (e.g. incursions by elephants).
- d. Improving HCV, if possible, through management options, such as habitat enrichment.

**For 5.2.4:** The result of HCV monitoring may become considerations while reviewing HCV management plan.

**For 5.2.5:** If a negotiated agreement cannot be reached, there should be evidence of sustained efforts to achieve such an agreement. These could include third party arbitration (see Criteria 2.3, 6.3 and 6.4).

**Guidance:**

This information gathering should include checking available biological records and consultation with relevant government departments, research institutes and interested NGOs if appropriate. Depending on the biodiversity values that are present, and the level of available information, some additional field survey work may be required.

Wherever HCV benefits can be realized outside of the management unit, collaboration and cooperation between other growers, governments and organizations should be considered

Sanctions in the protected wildlife case, may be taken through law enforcement in line with the existing regulations. The company should determine type of sanctions, based upon SOP or policy of the company, considering level of violations (capture, harm, keep, and kill) and category of the species (rare, endangered, and threatened).

National regulations related to the protection of habitat and species, such as:

1. Act No. 5 year 1990 regarding Conservation on Biodiversity and its Ecosystems
2. Act No. 16 year 1992 regarding Quarantine for Animals, Fish and Plants
3. Act No. 5 year 1994 regarding Ratification of the United Nations on Convention to Biodiversity
4. Government Regulation No. 13 year 1994 regarding Wildlife Hunting
5. Government Regulation No. 68 year 1998 regarding Areas of Natural Sanctuary and Natural Conservation
6. Government Regulation No. 7 year 1999 regarding Preservation of Flora and Fauna (List of Protected Flora and Fauna is on the annex).
7. Regulation of the Minister of Forestry No.: P.48/Menhut-II/2008 regarding Guideline of Conflict Resolution between Human and Wildlife
8. Presidential Decree No. 43 year 1978 regarding *Convention on International Trade in Endangered Species of Wild Fauna and Flora* (CITES) ratification.

Growers need to consider a variety of land management and tenure options to secure HCV management areas in ways that also secure local people’s rights and livelihoods. Some areas are best allocated to community management and secured through customary or legal tenures in certain period. In other cases, co-management options can be considered. Where communities are asked to relinquish rights so that HCVs can be maintained or enhanced by the companies or State agencies, then great care needs to be taken to ensure that communities retain access to adequate land and resources to secure their basic needs; all such relinquishment of rights must be subjected to their free, prior, and informed consent (see Criteria 2.2 and 2.3).

CRITERION	INDICATOR
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		Major	Minor
5.3	Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.	5.3.1. A documented identified source of all waste and pollution, shall be available. 5.3.2. There shall be evidence that all chemicals and their empty containers are disposed of responsibly	5.3.3. A documented waste management plan to avoid or reduce pollution and its implementation shall be available
<p><b>Guidance:</b>            The waste management and disposal plan should include measures for:</p> <ol style="list-style-type: none"> <li>Identifying and monitoring sources of waste and pollution</li> <li>Improving the efficiency of resource utilization and recycling potential wastes as nutrients or converting them into value-added products (e.g. through animal feeding programs).</li> <li>Appropriate management and disposal of hazardous chemicals and their containers. Surplus chemical containers should be reused, recycled or disposed of in an environmentally and socially responsible way based on best available practices (e.g. returned to the vendor or cleaned using a triple rinse method) and existing regulations. This is to prevent pollutions to the water sources and risk to human health. The disposal instructions on the manufacturer's labels should be adhered to.</li> </ol> <p>Use of open fire for waste disposal should be avoided.</p> <p>Regulations relate to waste management, such as:</p> <ol style="list-style-type: none"> <li>Government Regulation No. 18 year 1999 regarding Management of Toxic and Hazardous Waste (B3)</li> <li>Government Regulation No. 85 year 1999 regarding Amendment of Government Regulation No. 18 year 1999 regarding Management of B3 (the annex shows a list of B3 from specific and non-specific sources, expired chemicals, leakage, remaining containers and waste of unspecified products).</li> <li>Government Regulation No. 82 year 2001 regarding Management of Water Quality and Control of Water Pollution. This includes criteria for water quality, and requirements for utilising and disposing waste water)</li> <li>Government Regulation No. 81 year 2012 regarding Management of Domestic Waste</li> <li>Decree of the Minister of Environment No. 51 year 1995 regarding Waste Water Standard for Industries</li> <li>Decree of the Minister of Environment No. 28 year 2003 regarding Technical Guidance for Study for Utilising Palm Oil Mill Effluent (POME) on Oil Palm Plantation.</li> <li>Decree of the Minister of Environment No. 29 year 2003 regarding Guidance for Permit Requirements and Administration for Utilising POME on Oil Palm Plantation</li> <li>Decree of the Minister of Environment No. 112 year 2003 regarding Domestic Waste Water Standard</li> <li>Decree of the Head of Bapedal No. 255/Bapedal/08/1996 regarding Procedure and Requirements for Storing and Collecting Used Oil</li> <li>Guidance for Use of Pesticides, Directorate General of Infrastructure and Facilities, Ministry of Agriculture, 2011</li> </ol>			
CRITERION		INDICATOR	
		Major	Minor
5.4	Efficiency of fossil fuel use and the use of renewable energy is optimized.		5.4.1. A plan for improving efficiency of the use of fossil fuels and to optimize renewable energy shall be in place and monitored.
<b>Guidance:</b>			

	<p>Renewable energy use per ton of Crude Palm Oil (CPO) or palm product in the mill should be monitored. Direct fossil fuel use per ton of CPO or Fresh Fruit Bunches (FFB) should be monitored. Energy efficiency should be taken into account in the construction or upgrading of all operations.</p> <p>Growers and millers should assess the direct energy use of their operations, including fuel and electricity, and energy efficiency of their operations. This should include estimation of fuel use by on-site contract workers, including all transport and machinery operations.</p> <p>If possible, the feasibility of collecting and using biogas should be studied.</p>		
CRITERION		INDICATOR	
		Major	Minor
5.5	Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.	5.5.1. Records of land clearing with zero burning shall be available, referring to the ASEAN Policy on Zero Burning (2003) or other recognised techniques based on the existing regulations.	5.5.2. Where fire has been used for eradication of pest during replanting, the records of the analysis of the use of fire and permit from the authorised agency shall be available
	<p><b>Specific Guidance:</b>  <b>For 5.5.2:</b> Fire should be used only where an assessment has demonstrated that it is the most effective and least environmentally damaging option for minimizing the risk of severe pest and disease outbreaks, and exceptional levels of caution should be required for use of fire on peat. This should be subject to regulatory provisions under respective national environmental legislation. This should refer to the ASEAN Policy on Zero Burning (2003) and existing national environment regulations.</p> <p>The company shall have procedure and records of emergency response to ground fire, including the means and facilities.</p> <p><b>Guidance:</b>  Clause 11 of the Government Regulation No. 4 year 2001 regarding Control of Environmental Damage and or Pollution associated with Forest and or Land Fire, describes that the activities causing forest and or land fire are including land clearing in forestry, plantation, agriculture, transmigration, mining, tourism which are carried out through burning. Therefore, the use of fire is prohibited in those activities, unless for unavoidable circumstances or specific purposes, such as forest fire control, pest and disease control, and habitat management of flora and fauna. Implementation of restricted burning shall be authorised by the relevant agency.</p>		
5.6	<p><i>Preamble</i></p> <p><i>Growers and millers commit to report greenhouse gas emissions from their operations. However, it is recognized that these significant emissions cannot be monitored completely or measured accurately with current knowledge and methodology. It is also recognized that to reduce or minimize these emissions is not always practical or feasible. Growers and millers commit to an implementation period until the end of December 2016 for promoting best practices in reporting to the RSPO, and thereafter to public reporting. Growers and millers make this commitment with the support of all other stakeholder groups of the RSPO.</i></p>		
CRITERION		INDICATOR	
		Major	Minor

5.6	Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.	<p>5.6.1. Document(s) assessing pollution and emission sources, including gaseous, particles, soot emissions and effluent, shall be available (see Criterion 4.4)</p> <p>5.6.2. Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plan to reduce or minimize them implemented</p>	5.6.3. A monitoring plan and results of regular reporting on emission and pollutants from estate and mill operations using appropriate methods, shall be available.
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**Specific Guidance:**  
**For 5.6.1:** Assessment document covers identification of pollutant and emission sources, and evaluation of potential pollution level.

**For 5.6.2:** Plans will include objectives, targets and timelines. These should be responsive to context and any changes should be justified. Examples of reducing greenhouse gas emission are including empty bunch application, effluent land application, efficiency of fertilizer use, fuel efficiency, compost application and or methane capture.

**For 5.6.2 and 5.6.3:** The treatment methodology for POME (Palm Oil Mill Effluent) will be recorded.

**For 5.6.3 (GHG):** For the implementation period until December 31<sup>st</sup> 2016, an RSPO-endorsed modified version of PalmGHG which only includes emissions from operations (including land use practices) can be used as a monitoring tool.

In addition, during the implementation period, growers will start to assess, monitor and report emissions arising from changes in carbon stocks within their operations, using the land use in November 2005 as the baseline. The implementation period for Indicator 5.6.3 is the same implementation period for Criterion 7.8.

During the implementation period, reporting on GHG will be to a relevant RSPO working group (composed of all membership categories) which will use the information reported to review and fine tune the tools, emission factors and methodologies, and provide additional guidance for the process. Public reporting is desirable, but remains voluntary until the end of the implementation period. During the implementation period the RSPO working group will seek to continually improve PalmGHG, recognizing the challenges associated with measuring GHG and carbon stock.

PalmGHG or RSPO-endorsed equivalent will be used to assess, monitor and report GHG emissions. Parties seeking to use an alternative to PalmGHG will have to demonstrate its equivalence to the RSPO for endorsement. Methodology for calculating GHG refers to 7.8.1.

**Guidance:**  
Where practically feasible, operations should follow best management practices to measure and reduce emissions. Advice on this is available from the RSPO.

<b>Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers</b>		
CRITERION	INDICATOR	
	Major	Minor

6.1	Aspects of plantation and mill management that have social impacts, including replanting, 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 continual improvement.	<p>6.1.1. A social impact assessment (SIA) including records of meetings shall be documented.</p> <p>6.1.2. There shall be evidence that the assessment has been conducted with the participation of affected parties.</p> <p>6.1.3. Plans for management and monitoring of social impacts to avoid or reduce negative impacts and promote positive ones, based on social impact assessment, through consultation with the affected parties, shall be available, documented and timetabled, including responsibilities for implementation.</p>	<p>6.1.4. The documented plan for management and monitoring of social impacts, shall be reviewed at least on two-yearly basis. If necessary, the plan should be updated. There shall be evidence that the review process includes participation of all affected parties.</p> <p>6.1.5. Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme).</p>
<p><b>Specific Guidance:</b>  <b>For 6.1.3 and 6.1.4:</b> Plan for management and monitoring of social impacts shall be established to avoid or reduce negative impacts and promote the positive ones, and monitoring of identified impacts shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation.</p> <p>Methodology to identify customary right and local community and social impacts assessment can be made with the following:</p> <ol style="list-style-type: none"> <li>Document review</li> <li>Field observation</li> <li>Interview</li> <li>FGD (Focus Group Discussion)</li> <li>Participatory mapping</li> </ol> <p>These involve participation of the community to define potential social impacts and management recommendation. The process refers to Regulation of the Minister of Environment No. 17 year 2012 regarding Community involvement and Information Transparency in the Process of Environment Impact Assessment (SEIA).</p> <p><b>Guidance:</b>  Identification of social impacts may use AMDAL as part of the process, however it is the company's responsibility to provide objective and proper evidence to the audit team that entire requirements in the social impact assessment cover all aspects of estate and mill operations, and their changes along the time.</p> <p>Identification of social impacts should be carried out by the grower with the participation of affected parties, including women and migrant workers as appropriate to the context. The involvement of independent experts should be sought where this is considered necessary to ensure that all impacts (both positive and negative) are identified. Participation in this context means that affected parties are able to express their views through their own representative institutions, or freely chosen spokespersons, during the identification of impacts, reviewing findings and plans for mitigation, and monitoring the success of implemented plans.</p> <p>Potential social impacts may result from activities such as: building new roads, processing mills or other infrastructure; replanting with different crops or expansion of planting area; disposal of mill effluents; clearing of remaining natural vegetation; changes in employee numbers or employment terms; smallholder schemes. Plantation and mill management may have social impacts (positive or negative) on factors such as:</p> <ol style="list-style-type: none"> <li>Access and use rights;</li> <li>Economic livelihoods (e.g. paid employment) and working conditions;</li> </ol>			

	<ul style="list-style-type: none"> <li>c. Subsistence activities;</li> <li>d. Cultural and religious values;</li> <li>e. Health and education facilities;</li> <li>f. Other community values, resulting from changes such as improved transport /communication or arrival of substantial migrant labor force</li> <li>g. Traditional or customary rights owned by the local community, if identifiable</li> <li>h. Welfare of workers/labour and women, children and vulnerable group</li> <li>i. Contribution to the local development, including improvement of human resources, local and customary communities.</li> </ul> <p>Regulations relating to identification of environmental and social key issues including indigenous rights and methodology to collect data and utilize the results, adopted from related regulations, such as:</p> <ol style="list-style-type: none"> <li>1. Government Regulation No. 27 year 2012 regarding Environment Permit</li> <li>2. Regulation of the Minister of Environment No. 17 year 2012 regarding Involvement of Community and Information Transparency in AMDAL Process</li> <li>3. Regulation of the Minister of Environment No. 8 year 2006 regarding Guidance for AMDAL Preparation</li> <li>4. Decree of the Head of Bapedal No. No. 299 year 1996 regarding Technical Guidance for Social Aspect Study in AMDAL Preparation</li> <li>5. Regulation of Minister of Home Affairs No.52 year 2014 regarding Guidance on the Recognition and Protection of the Indigenous People</li> <li>6. Regulation of the State Minister of Agrarian Affairs/Head of the Land National Agency No. 5 year 1999 on Guidelines for the Settlement of Problems Related to the Communal Reserved Land of the Customary Law Abiding Community</li> </ol>		
CRITERION		INDICATOR	
		Major	Minor
6.2	There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties	6.2.1. Communication and consultation procedures shall be documented	6.2.2. The company shall have official(s) who is responsible for consultation and communications with parties.  6.2.3. The company shall have a list of stakeholders, records of communications, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders.
	<p><b>Guidance:</b>          Decisions that the growers or mills are planning to make should be made clear, so that local communities and other interested parties understand the purpose of the communication and/or consultation.</p> <p>Communication and consultation mechanisms should be designed in collaboration with local communities and other affected or interested parties. These should consider the use of appropriate existing local mechanisms and languages. Consideration should be given to the existence/formation of a multi-stakeholder forum. Communications should take into account differential access to information by women as compared to men, village leaders as compared to day laborers, new versus established community groups, and different ethnic groups.</p> <p>In these communications, consideration should be given to involve third parties, such as disinterested community groups, NGOs, or government (or a combination of these), to facilitate smallholder schemes and communities, and others as appropriate.</p>		

CRITERION		INDICATOR	
		Major	Minor
6.3	There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties.	<p>6.3.1. The mechanism, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested, as long as that information is supported with adequate initial evidence.</p> <p>6.3.2. There shall be records of process and outcome of dispute resolution.</p>	
<p><b>Specific Guidance:</b>  <b>For 6.3.1:</b> The system should aim to reduce the risks of reprisal.</p> <p><b>For 6.3.2:</b> Records can be in the form of evidence from process or end-result of the resolution</p> <p><b>Guidance:</b>  See also to Criterion 1.2.</p> <p>Dispute resolution mechanisms should be established through open and consensual agreements with relevant affected parties.</p> <p>Complaints should be dealt with by mechanisms such as Joint Consultative Committees (JCC), with gender representation as necessary. Grievances may be internal (employees) or external.</p> <p>For scheme and independent smallholders, refer to ‘Guidance for Independent Smallholders under Group Certification’, June 2010, and ‘Guidance on Scheme Smallholders’, July 2009.</p> <p>Where a resolution is not found mutually, complaints can be brought to the attention of the RSPO Complaints System. This refers to United Nations Commission on Human Rights (UNCHR) document to support ‘Guiding Principles on Business and Human Right” to implement UN framework to “Protect, Respect and Remedy” 2011. If all the above stages of conflict resolution have been carried out but the conflict cannot be resolved, then the next process is done through legal proceedings in court.</p> <p>Conflict resolution process with the community is still continued although transfer of company’s ownership occurs.</p>			
CRITERION		INDICATOR	
		Major	Minor

6.4	Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.	<p>6.4.1. A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be available, referring to decision of the Constitution Court.</p> <p>6.4.3. Compensation claims, process and outcome of any negotiated agreements shall be documented, with evidence of the participation of affected parties.</p>	6.4.2. A procedure for calculating and distributing fair compensation shall be established, implemented, monitored and evaluated in a participatory way. Corrective actions are taken as a result of this evaluation.
<p><b>Specific Guidance:</b>  <b>For 6.4.1:</b> Customary Right in the Local Regulation/Perda (based on Constitution Court Decision No. 35/PUU-X/2012 regarding Customary Forest) determined through participatory mapping of customary land by the customary law community who are recognized by the surrounding customary law community and refers to Regulation of the Minister of Home Affairs (Permendagri) No. 52 year 2014 regarding Guideline of Recognition and Protection of Legitimate Customary Community and Regulation of the State Minister of Agrarian Affairs/Head of National Land Agency (BPN) No. 5 year 1999 regarding Guidelines for the Settlement of Problems Related to the Communal Reserved Land of the Customary Law Abiding Community.</p> <p><b>For 6.4.2:</b> Companies should make best efforts to ensure that equal opportunities have been provided to the heads of family, both female and male, to hold land titles in smallholder schemes if the land ownership is individual.</p> <p>The calculation procedure shall consider:</p> <ol style="list-style-type: none"> <li>Gender differences in the power to claim rights, ownership and access to land;</li> <li>Differences of transmigrants and long-established communities;</li> <li>Differences between legal ownership evidence with communal ownership of ethnical group (customary community)</li> </ol> <p><b>Guidance:</b>  This criterion should be considered in conjunction with Criteria 2.2 and 2.3, and the associated Guidance</p>			
<b>CRITERION</b>		<b>INDICATOR</b>	
		<b>Major</b>	<b>Minor</b>
6.5	Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.	<p>6.5.1. Documentation of pay and conditions for employees based on the existing manpower regulations shall be available.</p> <p>6.5.2. Collective Labor Agreement/Company Regulation, in accordance with the manpower regulations, shall be available in understandable language; and explained by the management or Labor Union to the</p>	<p>6.5.3. Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where such public facilities are unavailable or inaccessible.</p> <p>6.5.4. There shall be demonstrable efforts to improve workers' access to adequate, sufficient and affordable</p>



		workers.	food.
<p><b>Specific Guidance:</b>  <b>For 6.5.2:</b> Collective Labor Agreement (<i>Perjanjian Kerja Bersama/PKB</i>) and or Company Regulation are developed by the company together with the Labor Union, if any, in the company referring to the manpower regulations, such as the Regulation of the Minister of Manpower No. 6 year 2011 regarding Procedure for Establishing and Endorsing the Company Regulation, and Developing and Registering Collective Labor Agreement.</p> <p><b>For 6.5.3:</b> Incentives to the employees refer to Act No. 13 year 2003 regarding Manpower.</p> <p><b>For 6.5.4:</b> This applies if public facility is unavailable or inaccessible to provide adequate, sufficient and affordable food. The examples of the efforts are provision of transportation, employee cooperative shop, weekly market, etc.</p> <p><b>Guidance:</b>  Labor union agreement or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official or Labor Union if any.</p> <p>Regulation related to the minimum wage such as, Regulation of the Minister of Manpower &amp; Transmigration No. 7 year 2013 regarding Minimum Wage, shall be implemented.</p> <p>Definition of Decent Living Wage refers to the Act No. 13 year 2003 (Manpower Act) is a set of standard necessities that must be fulfilled by a worker in order to have a decent physical and social living for a month.</p>			
CRITERION		INDICATOR	
		Major	Minor
6.6	The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.	6.6.1. A record of the company's policy in understandable language recognising freedom of association, shall be available	6.6.2. Records of meetings with labor unions or workers representatives shall be available.
<p><b>Guidance:</b>  The right of workers, including migrant and transmigrant workers (<i>Angkatan Kerja Antar Daerah/ AKAD</i>) and contract workers, to form associations and bargain collectively with their employer should be respected, in accordance with The Act No. 21 year 2000 regarding Labor Union.</p> <p>Labor laws and collective labor agreement, or in their absence direct contracts of employment detailing payments and other conditions, should be available in the languages understood by the workers or explained comprehensively to them by a management official.</p> <p>Definition of Employer refers to the Act No. 13 year 2003 regarding Manpower.</p>			
CRITERION		INDICATOR	

		Major	Minor
6.7	Children are not employed or exploited.	6.7.1. There shall be documented evidence that minimum age requirements are met.	
<p><b>Guidance:</b>  Growers and millers clearly define the minimum working age and working hours, based on existing regulations, such as:</p> <ol style="list-style-type: none"> <li>1. Act No. 13 year 2003 regarding Manpower.</li> <li>2. Act No. 20 year 1999 regarding Ratification of International Labour Organization (ILO) Convention No. 138 year 1973 on Allowable Minimum Age for Work.</li> <li>3. Regulation of the Minister of Manpower and Transmigration No. 235 year 2003 regarding Types of Work Endangering Child Health, Safety or Morale</li> </ol> <p>It is advisable to do socialisation to all level of operations regarding prohibition on employing children.</p>			
CRITERION		INDICATOR	
		Major	Minor
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.	<p>6.8.1. A company's policy on equal opportunity and treatment for work shall be available and documented.</p> <p>6.8.2. Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated.</p>	6.8.3. Records of evidence that equal opportunity and treatment for work shall be available
<p><b>Specific Guidance:</b>  <b>For 6.8.3:</b> Recruitment and promotion are based on skills, capabilities, qualities and health conditions</p> <p><b>Guidance:</b>  Examples of compliance can be in the form of appropriate documentation (e.g. job advertisements, job descriptions, appraisals, etc.), and/or information obtained via interviews with relevant stakeholders such as affected groups which may include women, local communities, foreign workers, local workers, and migrant workers, etc.</p> <p>Notwithstanding national legislation and regulation, medical conditions should not be used in a discriminatory way.</p> <p>The grievance procedures detailed in Criterion 6.3 apply. Positive discrimination to provide employment and benefits to specific communities is acceptable as part of negotiated agreements.</p>			
CRITERION		INDICATOR	

		Major	Minor
6.9	There is no harassment or abuse in the work place, and reproductive rights are protected.	<p>6.9.1. A policy to prevent sexual and all other forms of harassment and violence, shall be documented, implemented and communicated to all levels of the workforce</p> <p>6.9.2. A policy to protect the reproductive rights, shall be documented, implemented and communicated to all levels of the workforce</p>	6.9.3. A specific grievance mechanism which respects anonymity of complainants where requested, and as long as they are supported with adequate information, shall be documented, implemented, and communicated to all workforce
<p><b>Specific Guidance:</b>  <b>For 6.9.1 and 6.9.2:</b> These policies should include education for women and awareness of the workforce.</p> <p>There should be programs provided for particular issues faced by women and men, such as violence and sexual harassment in the workplace.</p> <p>A gender committee specifically to address areas of concern to women will be used to comply with this Criterion. This committee, which should include representatives from all areas of work, will consider matters such as: training on women’s rights; counseling for women affected by violence; child care facilities to be provided by the growers and millers; women to be allowed to breastfeed up to 9 months before resuming chemical spraying or usage tasks; and women to be given specific break times to enable effective breastfeeding.</p> <p><b>For 6.9.2:</b> see Indicator 4.6.12.</p> <p><b>Guidance:</b>  There should be a clear policy developed in consultation with employees, contract workers and other relevant stakeholders, and the policy should be publicly available. Progress in implementing the policy should be regularly monitored, and the results of monitoring activities should be recorded.</p> <p>Notwithstanding national legislation and regulation, reproductive rights are respected.</p>			
CRITERION		INDICATOR	
		Major	Minor
6.10	Growers and millers deal fairly and transparently with smallholders and other local businesses.	6.10.2. Pricing mechanisms for Fresh Fruit Bunches (FFB) and inputs/services shall be explained and documented (where these are under the control of the mill or plantation).	<p>6.10.1. Current and past prices paid for Fresh Fruit Bunches (FFB), shall be publicly available.</p> <p>6.10.3. Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent.</p> <p>6.10.4. Agreed payments shall be made in a timely manner.</p>
<b>Specific Guidance:</b>			

**For 6.10.1:** FFB pricing in Indonesia refers to the Regulation of the Minister of Agriculture No. 14/Permentan/OT.140/2/2013

**For 6.10.3 :** Referring to Regulation of the Minister of Agriculture No. 14/Permentan/OT.140/2/2013, requirements to be considered in the contract are such as:

1. K Index, which is open and transparent to the smallholders or their institutions
2. Distributing the information about the decision of the Pricing Team to the smallholders institutions
3. Method of fruit sortation
4. Involvement of smallholders institutions on the evaluation of weigh instrument by authorised local agency.

**Guidance:**

Transactions with smallholders should consider issues such as the role of middle men, transport and storage of FFB, quality and grading. The need to recycle the nutrients in FFB (see Criterion 4.2) should also be considered; where it is not practicable to recycle wastes to smallholders, compensation for the value of the nutrients exported may be considered through the FFB price.

Smallholders should have access to the grievance procedure under Criterion 6.3 if they consider that they are not receiving a fair price for FFB, whether or not middle men are involved.

The need for a fair and transparent pricing mechanism is particularly important for outgrowers who are contractually obliged to sell FFB to a particular mill.

If mills require smallholders to change practices to meet the RSPO Principles and Criteria, consideration should be given to the costs of such changes, and the possibility of advance payments for FFB may be considered.

CRITERION		INDICATOR	
		Major	Minor
6.11	Growers and millers contribute to local sustainable development where appropriate.		<p>6.11.1. Records of contributions to local development based on the results of consultation with local communities shall be available.</p> <p>6.11.2. Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve scheme smallholder productivity</p>
<p><b>Guidance:</b></p> <p>Contributions to local development should be based on the results of consultation with local communities and social impact assessment. See also Criterion 6.2 for consultation process. Such consultation should be based on the principles of transparency, openness and participation, and should encourage communities to identify their own priorities and needs, including the different needs of men and women.</p> <p>Where candidates for employment are of equal merit, preference should always be given to members of local communities. Positive discrimination should not be recognized as conflicting with Criterion 6.8.</p> <p>Private plantations refer to the Act No. 40 year 2007 regarding Limited Company (PT), clause 74 (1&amp;2) and their explanations; Government Regulation No. 47 year 2012 regarding</p>			

Environment and Social Responsibilities, clause 5 (1) and explanation whereas social and environment responsibilities shall be executed.			
State plantations refer to Act No. 19 year 2003 regarding State Owned Company (BUMN) clause 9 (1).			
CRITERIA		INDICATOR	
		Major	Minor
6.12	No forms of forced or trafficked labor are used.	<p>6.12.1. There shall be evidence that no forms of forced or trafficked labor are used</p> <p>6.12.3. Where migrant/foreign/honorary workers are employed, a special worker policy and procedures and the evidence of implementation shall be available.</p>	6.12.2. It shall be demonstrated that no contract substitution has occurred.
<p><b>Specific Guidance:</b></p> <p><b>For 6.12.1:</b> Workers should enter into employment voluntarily and freely, without the threat of a penalty, and should have the freedom to terminate employment without penalty given reasonable notice or as per agreement.</p> <p><b>For 6.12.2:</b> Contract substitution is the change of initial contract without prior consultation and agreement from the workers.</p> <p><b>For 6.12.3:</b> The special labor policy should include:</p> <ol style="list-style-type: none"> <li>Statement of the non-discriminatory practices;</li> <li>No contract substitution;</li> <li>Post-arrival orientation programme to focus especially on language, safety, labour laws, cultural practices etc.;</li> <li>Decent living conditions to be provided.</li> </ol> <p><b>Guidance:</b></p> <p>Migrant/foreign workers shall be legalized, and a separate employment agreement should be drawn up to meet immigration requirements for foreign workers and international standards. Any regulated deductions made should not jeopardise a decent living wage.</p> <p>Passports should only be voluntarily surrendered</p> <p>There should be evidence of due diligence in applying these indicator and guidance to all sub-contract workers and suppliers.</p> <p>Definition of types of worker refers to Acts No.13 year 2003 regarding Manpower.</p>			

CRITERION		INDICATOR	
		Major	Minor
6.13	Growers and millers respect human rights.	6.13.1. A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations.	
<p><b>Guidance:</b> See Criteria 1.2, 2.1 and 6.3 All levels of operations include contracted third parties (e.g. those involved in security). Regulations related to the Human Rights refer to the Act No. 39 year 1999 regarding Human Rights.</p>			
<b>Principle 7: Responsible development of new plantings</b>			
CRITERION		INDICATOR	
		Major	Minor
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	7.1.1. An independent social and environmental impact assessment (SEIA), undertaken through a participatory methodology including the relevant affected stakeholders, shall be documented.	7.1.2. Appropriate management planning and operational procedures shall be developed and implemented to avoid or mitigate identified potential negative impacts.  7.1.3 Where the development includes an outgrower scheme ( <i>skema kemitraan</i> ), the impacts of the scheme and the implications of the way it is managed shall be given particular attention.
<p><b>Specific guidance:</b> <b>For 7.1.3. :</b> Outgrower scheme is a farmer selling the FFB through exclusive contract to the growers and millers. Schemed smallholders (plasma) included into this scheme.</p> <p><b>Guidance:</b> The result of Strategic Environment Study (<i>Kajian Lingkungan Hidup Strategis/KLHS</i>) conducted by the authority shall be a major consideration in the new land development and planting.</p> <p>See also Criteria 5.1 and 6.1. Implementation of independent social and environment impact assessment may use AMDAL as part of the process. However, it is the company's responsibility to provide objective and appropriate evidence to the audit team that the full requirements of a Social and Environment Impact Analysis (SEIA) are met for all aspects of plantation and mill operation, and captures all changes over time. The terms of reference should be defined and impact assessment should be carried out by accredited independent experts, in order to ensure an objective process. A participatory methodology including external stakeholder groups is essential to the identification of impacts, particularly social impacts. Stakeholders such as local communities, government and NGOs should be involved through interviews and meetings, and by reviewing findings and plans for mitigation. It is recognized that oil palm development can cause both positive and negative impacts. These developments can lead to some indirect/secondary impacts which are not under the control of individual growers and millers. To this end, growers and millers should seek to identify the indirect/secondary impacts within the SEIA, and where possible work with</p>			

partners to explore mechanisms to mitigate the negative indirect impacts and enhance the positive impacts.  
Plans and field operations should be developed and implemented to incorporate the results of the assessment. One potential outcome of the assessment process is that the development, partially or entirely, may not proceed because of the magnitude of potential impacts.

For smallholder schemes, the scheme management should address this criterion. For individual smallholders this criterion does not apply

For new planting with areas  $\leq$  3000 Ha, the assessment may be conducted internally or externally. And for new planting with areas  $>$  3000 Ha, the assessment shall be conducted externally.

For new planting with area  $>$  3000 Ha needs a comprehensive and independent assessment which may be in the form of AMDAL (SEIA) while areas  $\leq$  3000 Ha requires Upaya Pengelolaan Lingkungan Hidup (UKL) – Upaya Pemantauan Lingkungan Hidup (UPL). Social and Environment Assessment at minimum must cover:

- a. Assessment of the impacts of all major planned activities, including planting, mill operations, roads and other infrastructure;
- b. Assessment, including stakeholder consultation, of High Conservation Values (see Criterion 7.3) that could be negatively affected;
- c. Assessment of potential effects on adjacent natural ecosystems of planned developments, including whether development or expansion will increase pressure on nearby natural ecosystems;
- d. Identification of watercourses and wetlands and assessment of potential effects on hydrology and land subsidence of planned developments. Measures should be planned and implemented to maintain the quantity, quality and access to water and land resources;
- e. Baseline soil surveys and topographic information, including the identification of steep slopes, marginal and fragile soils, areas prone to erosion, degradation, subsidence, and flooding;
- f. Analysis of type of land to be used (forest, degraded forest, cleared land);
- g. Analysis of land ownership and user rights;
- h. Analysis of current land use patterns;
- i. Assessment of potential social impacts on surrounding communities of a plantation, including an analysis of potential effects on livelihoods, and differential effects on women versus men, ethnic communities, and migrant versus long-term residents;
- j. Identification of activities which may generate significant GHG emissions.

If AMDAL or UKL-UPL documents still do not cover point a to j, additional social and environment impact assessment shall be conducted.

If internal assessment identifies sensitive social and environment issues or areas, then independent assessment shall be conducted.

Documents of environment impact assessment are the environment documents based on the regulations, such as:

- a. Environmental Impact Assessment (*Analisis Mengenai Dampak Lingkungan Hidup/AMDAL*) for plantation with areas of  $\geq$  3000 Ha
- b. Environmental Management Effort (*Upaya Pengelolaan Lingkungan Hidup/UPL*) and Environmental Monitoring Effort (*Upaya Pemantauan Lingkungan Hidup/UKL*) for plantation with areas of  $<$  3000 Ha.
- c. Environmental Management Document (*Dokumen Pengelolaan Lingkungan Hidup/DPLH*)
- d. Environmental Evaluation Document (*Dokumen Evaluasi Lingkungan Hidup/DELH*)
- e. Environmental Information Performance (*Penyajian Informasi Lingkungan Hidup/PIL*)
- f. Environmental Evaluation Performance (*Penyajian Evaluasi Lingkungan Hidup/PEL*)
- g. Environmental Evaluation Study (*Studi Evaluasi Lingkungan Hidup/SEL*)
- h. Environment Management and Monitoring Document (*Dokumen Pengelolaan dan Pemantauan Lingkungan Hidup/DPPL*)
- i. Declaration Letter for Managing and Monitoring Environment (*Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup/SPPL*)
- j. And other documents required by the regulation.

Regulations relate to the environment documents, such as:

- a. Government Regulation No. 27 year 2012 regarding Environment Permit
- b. Regulation of the Minister of Environment No. 13 year 2010 regarding Environmental Management and Monitoring Effort (UKL-UPL) and Declaration Letter for Managing and Monitoring Environment (SPKL)
- c. Regulation of the Minister of Environment No. 5 year 2012 regarding Environmental Evaluation Document (DELH)
- d. Regulation of the Minister of Environment No. 14 year 2010 regarding Environmental Management and Monitoring Document (DPPL)
- e. Regulation of the Minister of Environment No.12 year 2007 regarding Environmental Management and Monitoring Document for Business and or Activities, with No Environmental Management Document.
- f. Regulation of the Minister of Environment No. 5 year 2012 regarding Types of Business Obligated to Have Amdal
- g. Regulation of the Minister of Environment No. 8 year 2006 regarding Guidance for AMDAL preparation
- h. Regulation of the Minister of Environment No. 17 year 2012 regarding Involvement of Community and Information Transparency in the AMDAL Process
- i. Decree of the Head of Bapedal No. No. 299 year 1996 regarding Technical Guidance of Social Aspects for AMDAL preparation
- j. Regulation of the Minister of Environment No. 11 year 2008 regarding Competence Requirements for AMDAL preparation documents and Requirements for Training Institutions in Conducting Training for AMDAL Competency

CRITERIA		INDICATOR	
		Major	Minor
7.2	Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.	7.2.1. Soil suitability maps or soil surveys adequate to establish the long-term suitability of land for oil palm cultivation shall be available and taken into account in plans and operations.	7.2.2. Topographic information adequate to guide the planning of drainage and irrigation systems, roads and other infrastructure shall be available.
<p><b>Guidance:</b>            These activities can be linked to the Social and Environmental Impact Assessment (SEIA) (see Criterion 7.1) but no need to be conducted by independent experts.</p> <p>Soil surveys should be appropriate to identify soil suitability of oil palm cultivation for the scale of operation.</p> <p>Maps of Soil suitability or soil survey should be established in line with the operational scale and include information on soil types, topography, hydrology, rooting depth, moisture availability, stoniness and fertility to ensure long-term sustainability of the development. Soils requiring appropriate practices should be identified (see Criteria 4.3 and 7.4). This information should be used to plan planting programs, etc. Measures should be planned to minimize erosion through appropriate use of heavy machinery, terracing on slopes, appropriate road construction, rapid establishment of land cover, protection of riverbanks, etc. Areas located within the plantation perimeters that are considered unsuitable for long-term oil palm cultivation will be delineated in plans and included in operations for conservation or rehabilitation as appropriate (see Criterion 7.4).</p> <p>Assessing soil suitability is also important for smallholders, particularly where there are significant numbers operating in a particular location. Information should be collected on soil suitability by companies planning to purchase Fresh Fruit Bunches (FFB) from outgrowers scheme (<i>skema kemitraan</i>) in certain location. Companies should assess this information and provide information to smallholders involving in the outgrowers scheme, and/or in conjunction with relevant government/public institutions and other organizations (including NGOs) provide information in order to assist independent smallholders to grow oil palm sustainably.</p>			



One of referred guidances is on the table 1 (page. 6) regarding Land Suitability Criteria for Oil Palm in the Technical Guidance for Developing Oil Palm Estate issued by Directorate General of Estate Crops, Ministry of Agriculture, 2006.			
CRITERION		INDICATOR	
		Major	Minor
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>7.3.1. There shall be evidence that no new plantings have replaced primary forest, or any area required to maintain or enhance one or more High Conservation Values (HCVs), since November 2005. New plantings shall be planned and managed to best ensure the HCVs identified are maintained and/or enhanced (see Criterion 5.2).</p> <p>7.3.2. Reports of comprehensive HCV assessment, which involves stakeholder consultation and includes record of land-use change since November 2005, shall be available. This HCV assessment shall be conducted prior to any conversion or new planting.</p> <p>7.3.4. An action plan shall be developed that describes operational actions consequent to the findings of the HCV assessment, and that references the grower's relevant operational procedures (see Criterion 5.2)</p>	<p>7.3.3. Records of land preparation and clearing dates shall be available.</p> <p>7.3.5. Evidence of consultation with the affected community shall be available in order to identify the area required by such community to fulfill its basic needs, by considering the positive and negative changes to the livelihood as a result of plantation operations. Such matters shall be included in the HCV analysis and management plan (see Criteria 5.2).</p>
<p><b>Specific Guidance:</b>  <b>For 7.3.1:</b> Evidence should include historical remote sensing imagery which demonstrates that there has been no conversion of primary forest or any area required to maintain or enhance one or more HCV. HCV Assessment should apply satellite or aerial photographs, land use maps and vegetation maps should be used to inform the HCV assessment.</p> <p>Where land has been cleared since November 2005, and without a prior and adequate HCV assessment, it will be excluded from the RSPO certification program until an adequate HCV compensation plan has been developed and accepted by the RSPO.</p> <p><b>For 7.3.5:</b> The management plan will be adaptive to changes in HCV 5 and 6. Decisions will be made in consultation with the affected communities.</p> <p><b>Guidance:</b>  This Criterion applies to forests and other vegetation types. This applies irrespective of any changes in land ownership or farm management that have taken place since November 2005 unless if previous owner have conducted HCV assessment.  HCVs may be identified in restricted areas of a landholding, and in such cases new plantings can be planned to allow the HCVs to be maintained or enhanced. This refers to the Guidance for HCV Management and Monitoring approved by the RSPO</p>			

The HCV assessment process requires appropriate training and expertise, and will include consultation with local communities, particularly for identifying social HCVs. HCV assessments should be conducted according to the Guidance for Identifying HCV in Indonesia (HCV Toolkit Indonesia) of 2008 or its revision. Developments should actively seek to utilize previously cleared and/or degraded land on mineral soil. Plantation development should not put direct or indirect pressure on primary forests and HCV through the use of all available agricultural land in an area.

Although the planned development is consistent with the landscape planning by the local and national government, the requirements of protecting HCV still shall be met.

For new planting with areas ≤ 3000 Ha, assessment of HCV can be conducted internally and externally. If the assessment of HCV is conducted internally, in accordance with the scheme of HCV RSPO using ALS system, assessor team leader of HCV shall be an assessor who has obtained license of HCV Assessor from HCVRN. Peer review from the competent party shall be conducted referring to the *Common Guidance for the Identification of HCV 2013*. For the new planting with the area > 3000 Ha, the assessment of HCV shall be conducted by the external party who has obtained license of HCV Assessor from HCVRN.

In case of small areas located either in hydrologically sensitive landscapes or in HCV areas where conversion can jeopardize large areas or species, the HCV assessment shall be conducted by independent assessor who has obtained license of HCV Assessor from HCVRN (see Guidance: Criterion 7.2). HCV areas can be very small. Once established, new development should comply with Criterion 5.2.

CRITERION		INDICATOR	
		Major	Minor
7.4	Extensive planting on steep terrain, and/or marginal and fragile soils, including peat, is avoided.	<p>7.4.1 Indicative maps showing marginal and fragile soils, including excessive gradients and peat soils, shall be available and used to identify areas to be avoided.</p> <p>7.4.2. Where limited planting on fragile and marginal soils, including peat, is proposed, a documented plan shall be developed and implemented to protect them without incurring adverse impacts.</p>	
<p><b>Guidance:</b> The process of identifying fragile and marginal soil should be conducted after getting Plantation Business Permit (IUP)</p> <p>Total area planting on fragile soils including peat within the new development shall not be greater than 100 Ha or 20% of the total area, whichever is smallest (see Criterion 4.3). Adverse impacts may include hydrological risks or significantly increased risks (e.g. fire risk) in areas outside the plantation (see Criterion 5.5). The legal aspect of compliance within this national interpretation document shall follow the changed laws and regulations but should at least meet the above minimum limit.</p> <p>Planting on peat soils should not be conducted on peat with ≥3 m depth. If planting conducted on peat with &lt;3 m depth, then the area (as regulated by Regulation of the Minister of Agriculture No. 14 year 2009: Guidance on Peatland Utilization for Oil Palm Cultivation) shall meet the following requirements:</p> <p>a. Within designated cultivation area</p>			

b. Whereas the proportion of ≤ 3 m depth of peat and mineral soil (if any) is minimal 70% of the total concession area

c. The mineral soil below peat layer is not quartz sand or acidic sulfate soil

d. The peat soils maturity level is mature (sapric)

e. The fertility level is eutropic

Cultivation on peatland must also comply with Government Regulation No 71 year 2014 concerning the Protection and Management of Peatland Ecosystems

Excessive slope is defined as slope more than 40% referring to Regulation of the Minister of Agriculture No.11/Permentan/OT.140/3/2015 regarding Guidance of Indonesia Sustainable Palm Oil and the Regulation of the Minister of Agriculture No. 47 year 2006 regarding General Guidance for Agriculture at Mountain Area.

Soil conservation measures (such as terracing, individual terrace, legume cover crops, silt pit, frond stacking, etc.) should be conducted.

Soil suitability should be determined using crop and environmental suitability criteria.

Those identified as marginal and/or problematic should be avoided if the soil cannot be improved through agricultural cultivation.

The risky and marginal soils may include sandy soils, low organic content soils, and potential or actual acid sulphate soils. Suitability of these soils is also influenced by other factors including rainfall, terrain and management practices.

These areas may only be developed for new plantations which have adequate management plans based on best management practices. Failure due to extensive plantings should be avoided on these soil types.

Fragile soils on which extensive planting shall be avoided include peat soils, mangrove sites and other wetland areas.

This activity should be integrated with the social and environmental impact assessment (SEIA) required by Criterion 7.1.

Excessive planting on fragile soil refer to Annex 2 Generic RSPO P&C, 2013.

Wetland definition refers to RAMSAR.

CRITERION		INDICATOR	
		Major	Minor
7.5	No new plantings are established on local people's land where it can be demonstrated that there are legal, customary or user rights, without their free, prior and informed consent. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.	7.5.1. Evidence shall be available that affected local peoples understand they have the right to say 'yes' or 'no' to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the grower/miller is signed and ratified by these	

		local peoples (see Criteria 2.2, 2.3, 6.2, 6.4 and 7.6)	
<p><b>Guidance:</b> This activity should be integrated with the Social and Environmental Impact Assessment (SEIA) required by Criterion 7.1.</p> <p>Where new plantings are considered to be acceptable by the communities, management plans and operations should minimise the adverse impacts (such as disturbing sacred sites) and promote positive ones. Agreements with indigenous people, local communities and other stakeholders should be made without coercion or other undue influence (see Guidance for Criterion 2.3).</p> <p>Where communities decline to release lands rights on these terms the grower or miller must explore legal alternatives such as leasing or renting or securing community land or enclaving or other mutually agreed schemes or decide not to go ahead with its proposed development.</p> <p>Relevant stakeholders include those affected by or concerned with the new plantings.</p> <p>Free, prior and informed consent (FPIC) should be applied to all RSPO members throughout the supply chain. Please refer to FPIC guidelines approved by the RSPO (RSPO endorsed <i>Free, Prior and Informed Consent Guide for RSPO Members</i>, November 2015).</p> <p>Customary and user rights shall be demonstrated through participatory mapping as part of the FPIC process.</p> <p>Verification evidence may be in the form of documents on socialization to the affected community, agreement or disagreement from the community, communication and consultation with the community.</p>			
CRITERION		INDICATOR	
		Major	Minor
7.6	Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.	<p>7.6.1. Records of identification and assessment of legal, customary and user rights shall be available.</p> <p>7.6.2. A procedure for identifying people entitled to compensation shall be available.</p> <p>7.6.3. Records of calculation system and distribution of fair compensation shall be available.</p>	<p>7.6.4. Communities that have lost access and rights to land for plantation expansion shall be given opportunities to benefit from plantation development.</p> <p>7.6.5. The process and outcome of any compensation claims shall be documented and made available to the affected communities and their representatives.</p> <p>7.6.6. Evidence shall be available that the affected communities and rights holders have access to information and advice that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed</p>

			operations on their lands.
<p><b>Specific Guidance:</b>  <b>For 7.6.1:</b> This activity shall be integrated with the social and environmental impact assessment (SEIA) required by Criterion 7.1.</p> <p><b>For 7.6.6:</b> Growers and millers will confirm that the communities (or their representatives) gave consent to the initial planning phases of the operations prior to Plantation Business Permit (<i>Izin Usaha Perkebunan/IUP</i>) and if requested, Land Title (<i>Hak Guna Usaha (HGU)/Hak Guna Bangunan (HGB)</i>) to the grower and miller.</p> <p>There is documented evidence that communities were informed prior to being asked to release lands to growers and millers that a legal consequence of the grower or miller acquiring a HGU/HGB over their lands is that this will permanently extinguish their land rights within the same area.</p> <p>Related to 7.6.6, the evidences can be a company's policy to give community freedom to get information, and also socialization to the affected community.</p> <p><b>Guidance:</b>  See Criteria 2.2, 2.3 and 6.4 and associated Guidance.  The requirements include indigenous people, as regulated by, such as, the Act No. 5 year 1994 regarding Endorsement of UN Convention on Biodiversity.  Please refer to FPIC guidelines approved by the RSPO (RSPO endorsed <i>Free, Prior and Informed Consent Guide for RSPO Members</i>, November 2015).</p>			
CRITERION		INDICATOR	
		Major	Minor
7.7	No use of fire in the preparation of new plantings other than in specific situations, as identified in the ASEAN Guidelines or other regional best practice.	7.7.1 Records of zero burning implementation on land clearing, referring to the ASEAN Policy on zero burning (2003) and recognised techniques based on the existing regulations shall be available.	7.7.2 In exceptional cases where fire has to be used for preparing land for planting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN on Zero Burning' 2003, or comparable guidelines in other regions.
<p><b>Specific Guidance:</b>  <b>For 7.7.2 :</b>  Fire should be used only where an assessment has demonstrated that it is the most effective and least environmentally damaging option for minimizing the risk of severe pest and disease outbreaks, and exceptional levels of caution are required for use of fire on peat. This should also refer to the ASEAN Policy on Zero Burning (2003) and respective national environment regulations.</p>			
7.8	<i>Preamble</i>		

*It is noted that oil palm and all other agricultural crops emit and sequester greenhouse gases (GHG). There has already been significant progress by the oil palm sector, especially in relation to reducing GHG emissions relating to operations. Acknowledging both the importance of GHGs, and the current difficulties of determining emissions, the following new Criterion is introduced to demonstrate RSPO's commitment to establishing a credible basis for the Principles and Criteria on GHGs.*

*Growers and millers commit to reporting on projected GHG emissions associated with new developments. However, it is recognized that these emissions cannot be projected with accuracy with current knowledge and methodology.*

*Growers and millers commit to plan development in such a way to minimize net GHG emissions towards a goal of low carbon development (noting the recommendations agreed by consensus of the RSPO GHG WG2).*

*Growers and millers commit to an implementation period for promoting best practices in reporting to the RSPO, and after December 31<sup>st</sup> 2016 to public reporting. Growers and millers make these commitments with the support of all other stakeholder groups of the RSPO.*

CRITERION		INDICATOR	
		Major	Minor
7.8	New plantation developments are designed to minimize net greenhouse gas emissions.	7.8.1. The carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development shall be identified and estimated	7.8.2. Records of a plan to minimize net GHG emissions shall be available
<p><b>Specific Guidance:</b></p> <p><b>For 7.8.1:</b> GHG identification and estimates can be integrated into existing processes such as HCV and soil assessments.</p> <p>The RSPO carbon assessment tool for new plantings will be available to identify and estimate the carbon stocks. It is acknowledged that there are other tools and methodologies currently in use; the RSPO working group will not exclude these, and will include these in the review process.</p> <p>The RSPO PalmGHG tool or an RSPO-endorsed equivalent will be used to estimate future GHG emissions from new developments using, amongst others, the data from the RSPO carbon assessment tool for new plantings.</p> <p>Parties seeking to use an alternative tool for new plantings will have to demonstrate its equivalence to the RSPO for endorsement</p> <p><b>For 7.8.2:</b> Growers are strongly encouraged to establish new plantings on mineral soils, in low carbon stock areas, and cultivated areas, which the current users are willing to develop into oil palm. Millers are encouraged to adopt low-emission management practices (e.g. better management of palm oil mill effluent (POME), efficient boilers etc.) in new developments.</p> <p>Growers and millers should plan to implement RSPO best management practices for the minimization of emissions during the development of new plantations Some efforts to minimise net GHG emissions, but not limited to:</p> <ol style="list-style-type: none"> <li>a. Avoiding high carbon stock area</li> </ol>			

- b. Enriching HCV
- c. Improving *carbon sequestration*
- d. Minimising use of fossil fuel
- e. Implementing zero burning

**Guidance**

This Criterion covers plantations, mill operations, roads and other infrastructure. It is recognized that there may be significant changes between the planned and final development area, hence the assessment may need to be updated before the time of implementation.

Public reporting is desirable, but remains voluntary until the end of the implementation period.

Once established, new developments should report on-going operational, land use and land use change emissions under Criterion 5.6.

According to the recommendation from RSPO GHG Working Group 2, the total carbon emission (above and below ground) from new development area ideally is not bigger than carbon that can be absorbed in one rotation period of all new developments (i.e. average of oil palm trees, riparian buffer zone, and the set aside forest area). To help achieving this, the plantation should be developed in area with low carbon stock (i.e. mineral soil, area with low biomass, etc) or within area that currently is being utilized for agriculture or intensive plantation whose owner has agreed to convert the areas into oil palm. The agreed methodology to assess and report on carbon stock and emission sources as well as default number for the both estimation is now being developed by RSPO.

As guidance, low carbon stock areas are defined as areas with (above and below ground) carbon stores, where the losses as a result of conversion are equal or smaller to the gains in carbon stock within the new development area, including set aside areas (non- planted area) for one rotation period.

**Principle 8: Commitment to continual improvement in key areas of activity**

CRITERIA		INDICATOR	
		Major	Minor
8.1	Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.	8.1.1. The action plan for monitoring shall be available, based on a consideration of the social and environmental impacts and routine evaluation of the plantation and mill operations. As a minimum, these shall include, but are not necessarily be limited to: <ul style="list-style-type: none"> <li>• Reduction in use of certain chemicals (Criterion 4.6);</li> <li>• Environmental impacts (Criteria 4.3, 5.1 and 5.2);</li> <li>• Waste reduction (Criterion 5.3);</li> </ul>	

		<ul style="list-style-type: none"> <li>• Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8);</li> <li>• Social impacts (Criterion 6.1);</li> <li>• Optimising the yield of FFB production (Criterion 4.2)</li> </ul>	
<p><b>Guidance:</b>  Growers should have a system to improve practices in line with new information and techniques, and a mechanism for disseminating this information throughout the workforce. For smallholders, there should be systematic guidance and training for continual improvement</p> <p>The minimum specific performance for key indicators is based upon the existing regulations and best plantation practices (Criteria 4.2, 4.3, 4.4, and 4.5).  Several standards related to Criteria 4.2, 4.3, 4.4, and 4.5:</p> <ul style="list-style-type: none"> <li>• Leaf analysis at least on yearly basis.</li> <li>• Soil analysis should be done periodically based on company's consideration</li> <li>• Plantable slope &lt; 40%.</li> <li>• BOD of effluent used for Land Application is maximum 5000 ppm, and for discharging to the water body is maximum 100 ppm</li> <li>• For planting on peat, the water table should be maintained at an average of at least 50 cm (40 – 60 cm) below ground surface measured with groundwater piezometer readings, or an average of 60 cm (between 50 – 70 cm) below ground surface as measured in water collection drains as per the Manual Best Management Practices for existing oil palm cultivation on peat, June 2012 or as per existing regulation if equal or shallower measured through a network of appropriate water control structures e.g. weirs, sandbags, etc. in fields, and watergates at the discharge points of main drains (Criteria 4.4 and 7.4).</li> </ul> <p>Regulations regarding water table on peat may refer, but not limited, to:</p> <ol style="list-style-type: none"> <li>1. Government Regulation No. 71 year 2014 regarding Protection and Management of Peat Ecosystem</li> <li>2. Regulation of the Minister of Agriculture No. 14 year 2009 regarding Guideline of Oil Palm Cultivation on Peat</li> <li>3. Regulation of the Minister of Agriculture No. 11 year 2015 regarding Guideline of Indonesia Sustainable Palm Oil Plantation (ISPO)</li> </ol>			



**Annex 1. List of Some Regulations related to RSPO Principles and Criteria 2013 (as of June 2015)**

No	Code	Endorse/Approval By	No	No	Year	Year	About
1	Act	House of Representative/ President	No	3	year	2014	Industry
2	Act	House of Representative/ President	No	18	year	2013	Prevention and Eradication of Forest Destruction
3	Act	House of Representative/ President	No	7	year	2012	Handling Social Conflict.
4	Act	House of Representative/ President	No	17	year	2012	Cooperative.
5	Act	House of Representative/ President	No	8	year	2010	Prevention and Eradication of Money Laundry.
6	Act	House of Representative/ President	No	19	year	2009	Ratification of the Stockholm Convention.
7	Act	House of Representative/ President	No	32	year	2009	Environmental Protection and Management.
8	Act	House of Representative/ President	No	25	year	2009	Public Service.
9	Act	House of Representative/ President	No	36	year	2009	Health.
10	Act	House of Representative/ President	No	14	year	2008	Public Disclosure.
11	Act	House of Representative/ President	No	18	year	2008	Waste Management.
12	Act	House of Representative/ President	No	26	year	2007	Spatial Planning
13	Act	House of Representative/ President	No	40	year	2007	Limited Company.
14	Act	House of Representative/ President	No	25	year	2007	Investment.
15	Act	House of Representative/ President	No	7	year	2006	Ratification of the UN Convention Against Corruption.
16	Act	House of Representative/ President	No	11	year	2005	Ratification of the International Covenant on Civil and Political Rights (ICCPR).
17	Act	House of Representative/ President	No	12	year	2005	Ratification of the International Covenant on Economic, Social and Cultural Rights (ICESCR).
18	Act	House of Representative/ President	No	18	year	2004	Plantation.
19	Act	House of Representative/ President	No	41	year	1999	Forestry
20	Act	House of Representative/ President	No	2	year	2004	Industrial Dispute Settlement.
21	Act	House of Representative/ President	No	21	year	2004	Ratification on Cartagena Protocol On Biosafety to The Convention on Biological Diversity.
22	Act	House of Representative/ President	No	7	year	2004	Water Resources.
23	Act	House of Representative/ President	No	17	year	2004	Ratification on Kyoto Protocol To The United Nations Framework Convention On Climate Change.
24	Act	House of Representative/ President	No	40	year	2004	National Social Security System.
25	Act	House of Representative/ President	No	13	year	2003	Employment.
26	Act	House of Representative/ President	No	19	year	2003	State-Owned Enterprises.

No	Code	Endorse/Approval By	No	No	Year	Year	About
27	Act	House of Representative/ President	No	21	year	2003	Ratification of ILO Convention No. 81 Concerning Labour Inspection In Industry and Commerce.
28	Act	House of Representative/ President	No	23	year	2002	Child Protection.
29	Act	House of Representative/ President	No	1	year	2000	Ratification of ILO Convention No. 182 concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour.
30	Act	House of Representative/ President	No	21	year	2000	Labor Union.
31	Act	House of Representative/ President	No	19	year	1999	Ratification of ILO Convention No. 105 concerning the Abolition of Forced Labour.
32	Act	House of Representative/ President	No	20	year	1999	Ratification of ILO Convention No. 138 concerning the Minimum Age for Admission to Employment.
33	Act	House of Representative/ President	No	21	year	1999	Ratification of ILO Convention No. 111 concerning the Discrimination in Respect of Employment and Occupation.
34	Act	House of Representative/ President	No	29	year	1999	Ratification of Convention on the Elimination of All Forms of Racial Discrimination (CERD).
35	Act	House of Representative/ President	No	30	year	1999	<i>Arbitrase</i> and Conflict Resolution Alternative
36	Act	House of Representative/ President	No	31	year	1999	Corruption Eradication
37	Act	House of Representative/ President	No	39	year	1999	Human Rights.
38	Act	House of Representative/ President	No	15	year	1997	Transmigration.
39	Act	House of Representative/ President	No	44	year	1995	Seedling Plants.
40	Act	House of Representative/ President	No	5	year	1994	Ratification of UN Convention on Biological Diversity (CBD).
41	Act	House of Representative/ President	No	12	year	1992	Cultivation System.
42	Act	House of Representative/ President	No	16	year	1992	Animal, Fish and Plants Quarantine.
43	Act	House of Representative/ President	No	3	year	1992	Social Security.
44	Act	House of Representative/ President	No	5	year	1990	Conservation of Natural Resources and its Ecosystem.
45	Act	House of Representative/ President	No	7	year	1984	Ratification of Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW).
46	Act	House of Representative/ President	No	7	year	1981	Employment Obligatory Report.
47	Act	House of Representative/ President	No	1	year	1970	Occupational Safety.
48	Act	House of Representative/ President	No	5	year	1960	Basic Agrarian Law.
49	Act	House of Representative/ President	No	80	year	1957	Ratification of ILO Convention No. 100 concerning Equal Remuneration for Men and Women Workers for Work of Equal Value
50	Act	House of Representative/ President	No	18	year	1956	Ratification of ILO Convention No. 98 concerning the Application of the Principles of the Right to

No	Code	Endorse/Approval By	No				About
							Organise and to Bargain Collectively.
51	GR	President	No	71	year	2014	Protection and Management of Peat
52	GR	President	No	73	year	2013	Swamp.
53	GR	President	No	84	year	2013	Implementation of Social Worker Guarantee Program
54	GR	President	No	27	year	2012	Environmental Permit
55	GR	President	No	37	year	2012	Watershed Management.
56	GR	President	No	47	year	2012	Company's Social and Environmental Responsibility.
57	GR	President	No	50	year	2012	Implementation of Occupational Health and Safety Management System.
58	GR	President	No	81	year	2012	Domestic and Similar to Domestic Waste
59	GR	President	No	60	year	2012	Procedure for Changing Allocation and Function of Forest Area
60	GR	President	No	61	year	2012	Forest Area Use.
61	GR	President	No	38	year	2011	River.
62	GR	President	No	28	year	2011	Management of Natural Preserve and Conservation Area
63	GR	President	No	18	year	2010	Plantation Cultivation
64	GR	President	No	10	year	2010	Procedure for allocation and Function of Forest Area.
65	GR	President	No	24	year	2010	Utilisation of Forest Area.
66	GR	President	No	23	year	2010	Implementation of Mining and Coal Activities
67	GR	President	No	26	year	2008	National Landscape.
68	GR	President	No	31	year	2006	National Occupation Training System.
69	GR	President	No	16	year	2004	Land Use.
70	GR	President	No	45	year	2004	Forest Protection.
71	GR	President	No	14	year	2002	Vegetation Quarantine.
72	GR	President	No	4	year	2001	Control of Environment Damage and or Pollution Relate to Forest and Ground Fire.
73	GR	President	No	74	year	2001	Management of Toxic and Hazardous Material.
74	GR	President	No	8	year	2001	Plant Cultivation Fertilizer.
75	GR	President	No	82	year	2001	Management of Water Resources and Water Pollution.

No	Code	Endorse/Approval By	No	No			About
76	GR	President	No	150	year	2000	Controlling Soil Damage for Biomass Production.
77	GR	President	No	18	year	1999	Toxic and Hazardous Waste Management.
78	GR	President	No	41	year	1999	Management of Air Pollution.
79	GR	President	No	7	year	1999	Conservation of flora and fauna.
80	GR	President	No	85	year	1999	Toxic and Hazardous Waste Management (Amendment of Government Regulation No. 18 of 1999).
81	GR	President	No	19	year	1999	Management of Sea Pollution and Damage.
82	GR	President	No	8	year	1999	Use of Wildlife.
83	GR	State	No	33	year	1998	Financial Capital Participation for Cooperative.
84	GR	President	No	24	year	1997	Soil Registration.
85	GR	President	No	40	year	1996	HGU, HGB and <i>Hak Pakai</i>
86	GR	President	No	6	year	1995	Plant Protection.
87	GR	President	No	9	year	1995	Implementation of Saving and Loan Trade Activity by Cooperative.
88	GR	President	No	13	year	1994	Poaching of Hunted Animal.
89	GR	President	No	4	year	1994	Requirements and Procedure for Legalizing and Changing Cooperative Statues.
90	GR	President	No	14	year	1993	Implementation of Social Worker Guarantee Program.
91	GR	President	No	17	year	1986	Authority for Arrangement and Development of Industry
92	GR	President	No	8	year	1981	Wage Protection.
93	GR	President	No	7	year	1973	Monitoring on Circulation, Storage and Use of Pesticides.
94	PI	President	No	1	year	2013	Action for Corruption Prevention and Eradication.
95	PI	President	No	10	year	2011	Postponement for New Permit and Improvement of Primary Forest and Peatland Management
96	PI	President	No	1	year	2006	Biofuel.
97	PD	President	No	83	year	1998	Ratification on ILO Convention No. 87 of 1948 - Unity Freedom and Protecting Right for Organization.
98	PD	President	No	92	year	1998	Validation of Montreal Protocol on Substance that Deplete Ozone Layer, Copenhagen, 1992.

No	Code	Endorse/Approval By	No	No			About
99	PD	President	No	61	year	1993	Validation of Basel Convention On The Control Of Transboundary Movements Of hazardous Wastes and Their Disposal.
100	PD	President	No	23	year	1992	Validation of Vienna Convention For The Protection of The Ozone Layer and Montreal Protocol On Substances That Deplete the Ozone Layer As Adjusted and Amended By The Second Meeting Of The Parties London, 27-29 June 1990.
101	PD	President	No	32	year	1990	Protected Area Management
102	PD	President	No	1	year	1987	Ratification for Endangered species.
103	PD	President	No	43	year	1978	CITES Ratification
104	PR	President	No	21	year	2010	Labor Supervision
105	PR	President	No	76	year	2007	Criteria and Rules of Composing Close Trade Section and Open Trade Section with Regulations in Financial Capital Investment.
406	PR	President	No	5	year	2006	National Policy on Energy.
107	PR	President	No	33	year	2005	Beijing Amendment to The Montreal protocol on Substances That Deplete The Ozone layer.
108	PR	President	No	46	year	2005	Montreal Amendment to the Montreal Protocol on Substances that Deplete the Ozone Layer.
109	PR	President	No	47	year	2005	Validation of Amendment To The Basel Convention On The Control Of Transboundary Movements Of Hazardous Wastes and Their Disposal
110	MR	Minister of Agriculture	No	98	year	2013	Guidance for Plantation Business Permit.
111	MR	Minister of Agriculture	No	14	year	2013	Guidance for Determining Fresh Fruit Bunches Prices
112	MR	Minister of Agriculture	No	24	year	2011	Requirements and Procedure for Pesticide Registration.
113	MR	Minister of Agriculture	No	19	year	2011	Guidance for Indonesian Sustainable Palm Oil
114	MR	Minister of Agriculture	No	14	year	2009	Guidance for Peat Land Utilization for Oil Palm Cultivation.
115	MR	Minister of Agriculture	No	7	year	2009	Guidance for Plantation Assessment.
116	MR	Minister of Agriculture	No	35	year	2008	Requirements and Implementation for Good Agriculture Manufacturing Practices
117	MR	Minister of Agriculture	No	1	year	2007	List of Banned Ingredient Pesticide and Limited Pesticide.
118	MR	Minister of Agriculture	No	37	year	2006	Testing, Assessing, Extracting and Withdrawing Varieties.
119	MR	Minister of Agriculture	No	38	year	2006	Incoming and Outcoming of Seeds.

No	Code	Endorse/Approval By	No	No			About
120	MR	Minister of Agriculture	No	47	year	2006	General Guidance for Agriculture at Mountain Area
121	MR	Minister of Agriculture	No	39	year	2006	Production Process, Certification and Circulation of Certified Seeds.
122	MR	Minister of Environment	No	14	year	2013	Symbol and Label for Toxic and Hazardous Material
123	MR	Minister of Environment	No	15	year	2013	Measurement, Reporting and Verification for Mitigation Action of Climate Change
124	MR	Minister of Environment	No	5	year	2012	Kind of Business Plan and or Activities Required to Have AMDAL
125	MR	Minister of Environment	No	23	year	2012	Emission Standard for Vehicle Type L3
126	MR	Minister of Environment	No	16	year	2012	Guidance for Composing Environmental Document
127	MR	Minister of Environment	No	17	year	2012	Community involvement and Information Transparency in the Process of Environment Impact Assessment (SEIA).
128	MR	Minister of Environment	No	14	year	2010	Environmental Document for Business and or Activities that have Business Permit But Have No Environment Document.
129	MR	Minister of Environment	No	1	year	2010	Guidance for Controlling Water Pollution
130	MR	Minister of Environment	No	3	year	2010	Waste Water Standard for Industrial Area
131	MR	Minister of Environment	No	13	year	2010	Environment Management and Monitoring Effort (UKL-UPL) and Declaration Letter for Managing and Monitoring Environment (SPKL)
132	MR	Minister of Environment	No	7	year	2009	Noise Standard for New Type Vehicle
133	MR	Minister of Environment	No	11	year	2008	Competence Requirements for AMDAL Preparation Documents and Competence Requirements of Training Institution for Holding AMDAL Document Training
134	MR	Minister of Environment	No	2	year	2008	Use of Toxic and Hazardous Waste
135	MR	Minister of Environment	No	7	year	2008	Program for Assessing Environment Performance of Companies.
136	MR	Minister of Environment	No	1	year	2007	Technical Guidance to Determining Water Classification.
137	MR	Minister of Environment	No	7	year	2007	Air Emission Limit for Stationary Boiler
138	MR	Minister of Environment	No	12	year	2006	Requirement and Procedure for Disposal of Waste Water to Sea.
139	MR	Minister of Environment	No	7	year	2006	Procedure for Measuring Soil Damage from Biomass Productivity.
140	MR	Minister of Environment	No	5	year	2006	Emission Limit for Old Vehicle
141	MR	Minister of Manpower	No	7	year	2013	Minimum Wage.
142	MR	Minister of Manpower	No	19	year	2012	Requirement for Outsourcing
143	MR	Minister of Manpower	No	16	year	2011	Procedure to Establish and Validate Company Regulation, and to Establish and Register

No	Code	Endorse/Approval By	No				About
							Collective Labour Agreement (PKB)
144	MR	Minister of Manpower	No	13	year	2011	Limit of Physics and Chemist Factor in Working Area
145	MR	Minister of Manpower	No	8	year	2010	Personal Protective Equipment and Material Safety Data Sheet.
146	MR	Minister of Manpower	No	9	year	2010	Operator and Officer of Raise and Carry Equipment
147	MR	Minister of Manpower	No	7	year	2008	Placement of Labour
148	MR	Minister of Manpower	No	15	year	2008	First Aid in Workplace.
149	MR	Minister of Manpower	No	12	year	2007	Technical Guideline to Register, Dues and Compensation Payment and Social Insurance Services.
150	MR	Minister of Manpower	No	6	year	2005	Guidelines to Verify Union Membership.
151	MR	Minister of Manpower	No	11	year	2005	Prevention and Control of Misuse and Illegal Circulation of Drugs, Psychotropic and Addictive Material in Workplace.
152	MR	Minister of Manpower	No	4	year	1993	Accident Insurance
153	MR	Minister of Manpower	No	4	year	1987	Advisory Committee for Occupational Safety and Health (P2K3) and Guidance for Safety & Health Expert Designation
154	MR	Minister of Manpower	No	3	year	1984	Integrated Manpower Control
155	MR	Minister of Manpower	No	4	year	1980	Requirement of Installation and Maintenance of Light Fire Extinguisher
156	MR	Minister of Manpower	No	2	year	1980	Manpower Health Examination in Occupational Safety Management
157	MR	Minister of Forestry	No	16	year	2014	Guidance of Forest Utilization
158	MR	Minister of Forestry	No	62	year	2013	Inaugural of Forest Area
159	MR	Minister of Forestry	No	12	year	2009	Forest Fire Management
160	MR	Minister of Forestry	No	30	year	2009	Procedure of Reducing Emissions from Deforestation and Forest Degradation (REDD)
161	MR	Minister of Forestry	No	68	year	2008	Implementation of Reducing Carbon Emission of Forest Degradation and Deforestation.
162	MR	Minister of Forestry	No	48	year	2008	Guidance for Human and Wildlife Conflict Prevention
164	MR	Minister of Home Affairs	No	52	year	2014	Guideline of Recognition and Protection of Legitimate Customary Community
165	MR	Head of National Land Body	No	5	year	1999	Guidelines for the Settlement of Problems Related to the Communal Reserved Land of the Customary Law Abiding Community
166	MR	Head of National Land Body	No	2	year	1999	Location Permit ( <i>Ijin Lokasi</i> )

No	Code	Endorse/Approval By	No	No	year	Year	About
167	MR	Minister of Public Work	No	63	year	1993	Riparian Strip, Riparian Utilization Area, Riparian Authorization
168	MR	Minister of Health	No	492	year	2010	Requirement of Drinking Water Quality
169	SC	Supreme Court	No	1	year	2008	Mediation Procedure on Court
170	MD	Minister of Cooperatives	No	96	year	2004	Standard Operational Procedure for Saving and Loan Cooperative Management and Unit.
171	CC	Constitution Court	No	35	year	2012	Customary Forest
172	MD	Minister of Agriculture	No	42	year	2007	Pesticides Monitoring.
173	MD	Minister of Agriculture	No	511	year	2006	Commodities Under Management of Directorate General of Plantation, Directorate General of Food Crops, and Directorate General of Horticulture.
174	MD	Minister of Agriculture	No	239	year	2003	Control of Organic Fertilizer Formula.
175	MD	Minister of Agriculture	No	949	year	1998	Limited Pesticide
176	MD	Minister of Agriculture	No	887	year	1997	Handling of Pest
177	MD	Minister of Agriculture and Minister of Health	No	96;711	year	1996	Maximum Limit of Pesticide Residue in Agriculture Products.
178	MD	Minister of Environment	No	45	year	2005	Guidance for Establishing Environment Management and Monitoring Plan Report.
179	MD	Minister of Environment	No	51	year	2004	Quality Standard of Sea Water.
180	MD	Minister of Environment	No	112	year	2003	Waste Water Standard for Domestic Industry
181	MD	Minister of Environment	No	28	year	2003	Technical Guidance for Assessing Palm Oil Effluent Utilization to Soil in Palm Oil Plantation Industry.
182	MD	Minister of Environment	No	29	year	2003	Guidance, Requirements and Procedure for Effluent Utilization to Soil in Palm Oil Plantation Industry.
183	MD	Minister of Environment	No	37	year	2003	Surface Water Quality Analysis and Sampling Method
184	MD	Minister of Environment	No	48	year	1996	Noise Standard.
185	MD	Minister of Environment	No	49	year	1996	Vibration Standard.
186	MD	Minister of Environment	No	50	year	1996	Odor Standard.
187	MD	Minister of Environment	No	13	year	1995	Emission Standard for Stationary Sources.
188	MD	Minister of Environment	No	51	year	1995	Waste Water Standard for Industry.
189	MD	Minister of Manpower	No	609	year	2012	Guidance of Completion Occupational Accident and Disease Case.
190	MD	Minister of Manpower	No	100	year	2004	Provision of Implementation of PKWT (Temporary Labour Agreement).



No	Code	Endorse/Approval By	No	No	Year	Year	About
191	MD	Minister of Manpower	No	102	year	2004	Overtime Period and Wages.
192	MD	Minister of Manpower and Transmigration	No	115	year	2004	Protection of Talent Improvement of Working Child.
193	MD	Minister of Manpower and Transmigration	No	261	year	2004	Obligation of Company to Conduct Training Program
194	MD	Minister of Manpower	No	235	year	2003	Dangerous Jobs for Health, Safety and Children Morality.
195	MD	Minister of Manpower and Transmigration	No	224	year	2003	Obligation of Company While Employing Female Workers 11.00 p.m. to 07.00 a.m.
196	MD	Minister of Manpower and Transmigration	No	255	year	2003	Procedure to Establish and Structure of Bipartite Institution.
197	MD	Minister of Manpower	No	16	year	2001	Procedure for Labor Union Registration
198	MD	Minister of Manpower	No	201	year	2001	Representation in Industrial Relation
199	MD	Minister of Manpower	No	203	year	1999	Assignment of Local Manpower (Inter-Regional Manpower)
200	MD	Minister of Manpower	No	186	year	1999	Fire Prevention Unit in Workplace
201	MD	Minister of Manpower	No	187	year	1999	Management of Hazardous Chemical in Workplace
202	MD	Minister of Forestry and Estate	No	31	year	2008	Plantation Permit
203	MD	Minister of Forestry	No	S.06	year	2006	High Conservation Value Forest
204	MD	Minister of Forestry	No	48	year	2004	Establishment of Forest Area, Status Changing and Function of Forest Area.
205	MD	Minister of Forestry	No	146	year	2003	Guidance of Utilization Forest or Ex Forest Area Manual Evaluation Using Forest Area or Ex-Forest Area to Develop Plantation Area.
206	MD	Minister of Forestry and Estate	No	104	year	2000	Procedure to Harvest Wildlife
207	MD	Minister of Forestry and Estate	No	376	year	1998	Land Suitability for Oil Palm Cultivation
208	MD	Minister of Forestry and Estate	No	602	year	1998	Environmental Impact Assessment, Environmental Management and Environmental Monitoring for Forestry and Plantation
209	D	Head of Environment Impact Control Body	No	299	year	1996	Technical Guidance Social Aspect Assessment in EIA Process.
210	D	Head of Environment Impact Control Body	No	205	year	1996	Technical Guidance Relates to Air Pollution
211	D	Head of Environment Impact Control Body	No	255	year	1996	Procedure and Requirements of Storage and Collection of Used Lubricant Oil.

No	Code	Endorse/Approval By	No				About
212	INS	National Standard Body	No	7724	year	2011	Allometric Equation to Estimate Forest Carbon Stock Based on Field Measurement.
213	INS	National Standard Body	No	7725	year	2011	Carbon Stock Measurement and Calculation
214	INS	National Standard Body	No	7645	year	2010	Land Cover Classification.

Act

GR Government Regulation

PI President Instruction

PD President Decree

PR President Regulation

SC Supreme Court Decree

MR Minister Regulation

MD Minister Decree

D Decree of

INS Indonesia National Standard

## Annex 2. List of INA NITF members

No	Name	Organization	Position
1	Ismu Zulfikar	PT SMART	Chairman
2	Darmawan Liswanto	Fauna & Flora International	Co-Chairman
3	Bambang Dwi Laksono	FORMISBI	Main Facilitator
4	Amelia Rizky Lubis	Bakrie Sumatra Plantation	Member
5	Darto Mansuetus Asly Hanu	Serikat Petani Kelapa Sawit	Member
6	Faizal Amri Amran	Genting Plantation	Member
7	Feybe Lumuru	Lingkar Komunitas Sawit	Member
8	H. Sunarno	Asosiasi Petani Amanah	Member
9	Irwan Gunawan	WWF Indonesia	Member
10	Jamartin Sihite	Borneo Orangutan Survival Foundation	Member
11	Neny Indriyana	First Resources Ltd	Member
12	Nurhanudin Ahmad	Sawit Watch	Member
13	Payaman Padiangan	Sinar Meadow International Indonesia	Member
14	Peter Lim	Bumitama Gunajaya Agro	Member
15	Rukaiyah Rofiq	Yayasan SETARA - Jambi	Member
16	Sunarto	KUD Bhirawa Bhakti	Member
17	Triyanto Fitriyardi	IFC	Member
18	Wilton Simanjuntak	Agro Indomas	Member
19	Yunita Widiastuti	Cargill Indonesia	Member
20	Ahmad Ubaidi Selian	Lingkar Komunitas Sawit	Alternate
21	Asri Jon Tanjung	Yayasan SETARA - Jambi	Alternate
22	Asrini Subrata	Asian Agri	Alternate
23	Cahyo Nugroho	Fauna & Flora International	Alternate
24	Dhani Rahardian	WWF Indonesia	Alternate
25	Donald Ginting	First Resources Ltd	Alternate
26	Efdy Ruzaly	Bakrie Sumatra Plantation	Alternate
27	Eko Prasetyo	Borneo Orangutan Survival Foundation	Alternate
28	H. Sunaryo Nursidin	Asosiasi Petani Amanah	Alternate
29	Harizajudin	Sawit Watch	Alternate
30	Helen Lumbangaol	IFC	Alternate
31	Hendi Hidayat	PT SMART	Alternate
32	Rasidi	KUD Bhirawa Bhakti	Alternate
33	Risa	Bumitama Gunajaya Agro	Alternate
34	Yunita Sidauruk	Cargill Indonesia	Alternate
35	Aini Syarah	Agro Indomas	Observer
36	Welly J.C.	Asian Agri	Observer
37	Tajib Ermadi	Asosiasi Petani Amanah	Observer
38	Agam F.	Bumitama Gunajaya Agro	Observer
39	Amir Hamzah	Bumitama Gunajaya Agro	Observer
40	Hidayat A.	Bumitama Gunajaya Agro	Observer
41	Michael Raben	Bumitama Gunajaya Agro	Observer

<b>No</b>	<b>Name</b>	<b>Organization</b>	<b>Position</b>
42	Risa	Bumitama Gunajaya Agro	Observer
43	Y. Agung B.	Bumitama Gunajaya Agro	Observer
44	Piers Gillespie	IFC	Observer
45	Dani Ikhsan P.	Minamas Plantation (Sime Darby Group)	Observer
46	Mohamad Pirabaharan	Minamas Plantation (Sime Darby Group)	Observer
47	Budi Tri P.	Musim Mas	Observer
48	Vivi Anita	Musim Mas	Observer
49	Widyanata	Musim Mas	Observer
50	Elly	Permata Hijau Sawit (PHG)	Observer
51	Handi H.	Permata Hijau Sawit (PHG)	Observer
52	Asril Darusamin	RSPO	Observer
53	Bremen Yong	RSPO	Observer
54	Darrel Webber	RSPO	Observer
55	Deuxiemi Natalia Kusumadewi	RSPO	Observer
56	Melissa Chin	RSPO	Observer
57	Salahudin Yaacob	RSPO	Observer
58	Sunggu Situmorang	Sawit Sumbermas Sarana	Observer
59	Carlo Nainggolan	Sawit Watch	Observer
60	E. Saepulloh	Sawit Watch	Observer
61	Maryo	Sawit Watch	Observer
62	Saipul	Sawit Watch	Observer
63	Zidane	Sawit Watch	Observer
64	Renata Sandhi	Serbundo/OPPUK	Observer
65	Maruli Sitorus	Serikat Petani Kelapa Sawit	Observer
66	Tri Heilenawati	Serikat Petani Kelapa Sawit	Observer
67	Vincentius Haryono	Serikat Petani Kelapa Sawit	Observer
68	Allen Elwin	SMART	Observer
69	Norman	SMART	Observer
70	Suma Nugraha	SMART	Observer
71	Veranita M.P.	SMART	Observer
72	Dandun Sutaryo	Wetlands International	Observer
73	Telly Kurniasari	Wetlands International	Observer
74	Nazir	WWF Indonesia	Observer
75	Rizkiasari Yudawinata	WWF Indonesia	Observer
76	Hasnop P.	ASRICERT	Observer
77	Nyoman	Wetlands International	Keynote Speaker
78	Irmia N.A	General Directorate of Estate Crops Officer	Keynote Speaker
79	Suryanta Sapta	Ministry of Environment Officer	Keynote Speaker
80	Rudy Lumuru	FORMISBI	Facilitator
81	Edi Suhardi	FORMISBI	Facilitator
82	Efdy Ruzaly	Bakrie Sumatera Plantation	Facilitator
83	Davidia Intan	FORMISBI	Facilitator
84	Kendi Purwanto	Formisbi	Facilitator

<b>No</b>	<b>Name</b>	<b>Organization</b>	<b>Position</b>
85	Roy Wahyudi	Formisbi	<b>Facilitator</b>
86	Sholihudin	Formisbi	<b>Facilitator</b>
87	Yohanes Izmy Ryan	Formisbi	<b>Facilitator</b>

