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RSPO P&C Surveillance Assessment PUBLIC SUMMARY REPORT

Community Enterprise Group - Suratthani

Date of assessment: 11/07/2016 TO 12/07/2016
Number of ASA: (1 to 4): ASA-04

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1 Scope

1.1 Organizational information/Contact person

Name of Unit of certification	Community Enterprise Group – Suratthani
Principle Contact Person	Ms. Chulita Somkaew
Business address	24/5 Moo 4 Asia Road Tha Sathon Sub-District, PhunPhin District, Suratthani Province 84130, Thailand
Telephone Number	+ 66 (0) 7795 1500 / + 66 8196 84055 / + 66 (0) 7795 1529
E-mail address	chulita_poo@hotmail.com
Web site	NA
Other certifications held:	NA

1.2 Certification details

RSPO membership number:	1-0122-12-000-00
Parent company name (if applicable):	NA
Certificate number:	83600
Date of previous assessment	16/09-18/09/2015
Date of issue certificate	10/10/2012
Date of expiry certificate	09/05/2017

1.3 Identity of certification unit

Plantations owned by smallholders who are members of Community Enterprise Group – Suratthani were assessed against RSPO Certification Systems 2007 , RSPO P&C for Sustainable Palm Oil production RSPO P&C 2013 and RSPO P&C for Independent Smallholder under Group Certification (TH-NI 2012).

Name of group	Location	Coordinates
Community Enterprise Group - Suratthani	24/5 Moo 4 Asia Road, Tha Sathon Sub-District, PhunPhin District, Suratthani province 84130 Thailand	99°13'33" E ; 8°57'47" N

The table above shows the location of the group administration which is supported by the partnering mill, Southern Palm Oil Industry (1993) Co. Ltd. The list of group members can be found in the annex and their location are shown in the Figure 1-1 Location of the group in Surat Thani province, Thailand and Figure 1-2 shows Geographical Map of group member's plots.

1.4 Production volume

Certified volume for the past year mt May 2015 to April 2016			Actual annual volumes* mt Year 2015			Projected volume for the next 12 months** mt		
FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
8,998	1,799.6	449.9	7,532.74	1,509.56	376.83	8,878	1,776	444

*of certified products since date of last reporting period

**from current reporting time

This is a group certification. There is no CPO and PK production. Group only sell FFB to mill. See also explanation in 1.5 below.

1.5 Description of fruit supply base

The Fresh Fruit Bunches (FFB) are produced on plots owned and managed by the individual group members. Currently, there are 76 independent smallholder members. 5 members have resigned from the group and they have 6 new members who have joined the group. The total area for the 76 members is 456.30 ha. All individual group members supply their FFB to the partnering mill Suratthani Palm Oil Co., Ltd.

The identity card (ID) issued by the group for individual group members will be used with the particular partnering mill for identification and traceability of group members even though majority of group members engaged sub-contractors for transporting their FFB to the partnering mill. The weighbridge ticket issued by the mill indicates the group member's name and ID number for traceability and identification. The weighbridge ticket for all group members will be used to calculate annual FFB production. This system is used to track and trace FFB produced by individual group members. The group manager is not responsible for selling the FFB produced by each group member.

The announcement from RSPO executive board on December 2015 indicates that the two trading systems of GreenPalm (certificates) and eTrace (physical) can now be linked. The group has decided that they will sell the FFB volume partly as credits and partly physical to a certified mill, depending on the demand.

The table below shows the numbers of smallholders, planted areas, and projected FFB productions to be certified for the year 2016. Estimated FFB production for certification in table below is carried out using the actual production recorded during May 2015 to April 2016 of an average 3.11 ton/rai/year or equal to 19.45 ton/ha/year.

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Name of group smallholder	Number of smallholder members	Area (Ha)		Projected FFB Production (ton/year)
		Total*	Planted**	
Community Enterprise Group – Suratthani	76	512.52	456.30	8,878
Total FFB supplied to the mill				8,878

**includes productive and non-productive area (infrastructures, conservation, HCV, community use, set aside area etc.)*

*** immature + Mature Area*

Remark: Calculation of amount certified FFB production was based on the actual production recorded during May 2015 to April 2016 at average 19.45 mt / ha / year.

Above data were based on budgeted production from May 2016 to April 2017.

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Figure 1-1 Geographical Map of the group in Surat Thani

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Figure 1-2 Geographical Map of group member's plots

1.6 Date of planting and cycle

1.6.1 Planting program for each estate

Planted year	Total planted area (ha)
Before 1990	14.27
1990-1992	4.31
1992-1994	1.49
1994-1996	14.06
1996-1998	29.20
1998-2000	36.98
2000-2002	40.09
2002-2004	66.15
2004-2006	70.12
2006-2008	60.79
2008-2010	36.01
2010-2012	65.28
2012-2014	15.34
2014-2016	2.21
TOTAL	456.30

1.6.2 Replanting program for each estate

In total the group has 456,30 ha palm oil of which 454,09 ha is mature.

Several group members have planned to carry out replanting in year 2017 whilst most of the members palms are still young. Therefore, there is no replanting program until year 2017.

1.7 Progress against time-bound plan by parent company

In the case of Group Certification, Community Enterprise Group - Suratthani has established a group sustainability manual according to RSPO Standard for Group Certification approved on July 2010 (amended April 2013) and Guidance for Independent Smallholders under Group Certification dated 19/06/2010. The Group entity has the ICS document that specifies the group rules for inclusion or exclusion of members. Therefore, the time bound plan is not applicable. In this aspect, the inclusion and exclusion of members is a continuous process.

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There is no new planting from any of the smallholder therefore there was no NPP declared by any of the smallholder.
No time bound required since all producers of the group are RSPO certified.

1.8 Progress of associated smallholders or outgrowers towards compliance with relevant standards

This is a group certification for the production of FFB. Therefore, clause 4.2.3 in certification system does not apply.

2 Assessment process

2.1 Certification body

TÜV NORD INTEGRA is a certification and inspection body which operates in agriculture and the food and feed processing industry. TÜV NORD INTEGRA is member of the internationally operating German inspection and certification organisation TÜV NORD.

TÜV NORD INTEGRA is accredited by ASI for RSPO P&C and RSPO SCC.

2.2 Qualifications of the assessment team

2.2.1 Qualification of the lead auditor: Cheong, Chun Yuen (Robert)

Requirement	Qualifications
A minimum of post high school (post-secondary school) training in either agriculture/forestry, environmental science or social sciences;	Graduate in Business Administration. RSPO P&C, SCC & ISCC EU / PLUS Lead auditor; Authorised ISCC EU / PLUS GHG & Land use change auditor; MSPO Lead Auditor. Senior assessor for carbon credits
At least 5 years professional experience in area of work relevant to the assessment (e.g., palm oil management; agriculture/forestry; ecology; social science);	RSPO P&C, SCC & ISCC EU / PLUS Lead auditor; Authorised ISCC EU / PLUS GHG & Land use change auditor; MSPO Lead Auditor. Senior assessor for carbon credits. 10 years in carbon credits, 3 years in ISCC and 2 years in MSPO auditing.
Training in the practical application of the RSPO criteria, and RSPO certification systems;	Successful completion of the RSPO P&C Lead Assessor Course (organised by Wild Asia, Kuala Lumpur, Malaysia : 24-28 November 2014) Successful completion of the RSPO SCC Auditor Course (Organised by David Ogg & Partners, Kuala Lumpur, Malaysia : 26-27 January 2015)
Successfully completion of an ISO 9000:19011 lead assessors course;	Attended ISO 14001 in 2005 & 2007 and ISO 9001 in 1994, 2006 & 2015 auditor course. MSPO Auditor course in 2014
A supervised period of training in practical assessment against the RSPO criteria or similar sustainability standards, with a minimum of 15 days assessment experience and at least 3 assessments at different organisations.	3 years as ISCC Lead auditor for ISCC EU & PLUS, Land use change, GHG assessor; 2 years as MSPO Lead Auditor; 10 years as Senior assessor for carbon credits.

2.2.2 Assessment team members

	ASSESSOR	QUALIFICATIONS	COMPLIANCE
Field working experience in the palm oil sector, or demonstrable equivalent.	Cheong, Chun Yuen (Robert)	3 years as ISCC Lead auditor for ISCC EU & PLUS, Land use change & GHG assessor; 2 years as MSPO Lead Auditor; 10 years as Senior assessor for carbon credits.	Yes
	Ms. Saowalak Thongsong	Having experiences in CDM projects associated to oil palm mill in the last 3 years	
	Ms Warangkana Thongprapak	More than five years experience in palm oil cultivation and research.	
Good Agricultural Practices (GAP), and Integrated Pest Management (IPM), pesticide and fertilizer use.	Cheong, Chun Yuen (Robert)	3 years as ISCC Lead auditor for ISCC EU & PLUS, Land use change & GHG assessor; 2 years as MSPO Lead Auditor; 10 years as Senior assessor for carbon credits.	Yes
	Ms Warangkana Thongprapak	More than five years experience on the research related to palm oil industry. More than 10 years experience in fruit and vegetable in northern and central of Thailand. GAP, IPM and the use of pesticide and fertilizer are the main topic used in the field.	
Health and safety auditing on the farm and in processing facilities, for example OHSAS 18001 or Occupational, Health & Safety Assurance System.	Cheong, Chun Yuen (Robert)	3 years as ISCC Lead auditor for ISCC EU & PLUS, Land use change & GHG assessor; 2 years as MSPO Lead Auditor; 10 years as Senior assessor for carbon credits.	Yes
	Ms. Saowalak Thongsong	Work for TUV NORD (Thailand) for almost a decade and had responsible to audit against ISO9001, ISO14001, TIS18001 and Thai Labor Standard (TLS) 8001 which includes OHSAS.	
Worker welfare issues and social auditing experience, for example with SA8000 or related	Cheong, Chun Yuen (Robert)	Attended Basic SA 8000 & GRI 4 training + qualified as ISCC / MSPO sustainability auditor	Yes

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social or ethical accountability codes.	Ms. Saowalak Thongsong	Work for TUV NORD (Thailand) for almost a decade and had responsible to audit against ISO9001, ISO14001, TIS18001 and Thai Labor Standard (TLS) 8001 which includes OHSAS.	
Environmental and ecological auditing, for example experience with organic agriculture, ISO 14001 or Environmental Management Systems (EMS).	Cheong, Chun Yuen (Robert)	Authorised ISCC / MSPO / Carbon Credits sustainability auditor	Yes
	Ms. Saowalak Thongsong	Work for TUV NORD (Thailand) for almost a decade and had responsible to audit against ISO9001, ISO14001, TIS18001 and Thai Labor Standard (TLS) 8001 which includes OHSAS.	
Fluency in the main languages relevant to the location where the specific assessment is taking place, including the languages of any potentially affected parties such as local communities.	Cheong, Chun Yuen (Robert)	English	Yes
	Ms. Saowalak Thongsong	Thai language is our mother language. This language will be used for the audit	
	Ms. Warangkana Thongprapak	Thai language is our mother language. This language will be used for the audit	

2.3 Assessment methodology

2.3.1 General overview

The assessment was carried out following the TÜV NORD Integra RSPO P&C Certification Procedure. During the assessment the assessors used the RSPO standard as endorsed for the country in which the assessment took place and recorded their findings.

2.3.2 Calculation of the Number of Production Units (N) to Sample for the Mill

$N = 0.8\sqrt{Y}$, where “Y” is the number of units, with the result always to be rounded “up” to the next whole integer. Where only a sample of the supply base is assessed, units not previously assessed, or assessed earlier in the certification program, are to be preferred over those more recently assessed.

For the Mill, how many units form the production base?			
Owned estates (Y)	$N = 0.8\sqrt{Y}$	Smallholders (Z)	$N = 0.8\sqrt{Z}$
<>	<>	76	7

Explanation as to the selection of estates sampled: The selection of the smallholders is a random basis and the chosen farmers were not audited during the previous year.

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2.3.3 Assessment program

The audit schedule is as below.

Table 2-1 Audit Schedule

Date/ Time ¹⁾ Site	Focus/ Standard Requirement/ Chapter	Subject	Auditor (Initials)
11/07//2016			
08:00 to 08:30		Opening Meeting, Introduction Confirmation of audit plan	RC, ST, WT
08.30 to 12.00		Public Stakeholder consultation	RC, WT
08:30 to 12:00	4, 5	Environmental, Health & Safety legislation & Training, Waste Disposal, Social	ST, JW
12.00-13.00		Lunch	
13:00 to 16:30	1, 2, 3, 4, 7, 8, Group Manager	Financial, New Planting, Group Manager - RC Laws & legislation, IPM - ST Transparency, Land titles, CIP – WT, JW	RC, WT, ST, JW
16:30 to 17:00		Auditors time	Team
17:00		End of day 1	
12-07-16			
08:00 to 12:00	2, 4, 5, 6, 7	Environment, Safety - RC Land titles, Employment, Best Practices – WT / JW	RC, WT, JW
08:00 to 12:00	6	SIA, Communication, compensation & labour	ST
12:00 to 13:00		Lunch	Team
13:00 to 16:00	1 to 8, Group Manager	Final review of documents – WT, ST, JW Group Manager, Trading scheme volume - FFB, OER, KER, KOER, PKE - RC	RC, ST, WT, JW
16:00 to 16:30		Auditors time	Team
16:30 to 17:00		Closing Meeting & Reporting	Team
17:00		End of Audit	Team

2.4 Stakeholder consultation

2.4.1 Summary

The stakeholders invitation was sent on 29/6/2016 to invite to discuss critical issues in community development. The stakeholders who are listed by the group as well as stakeholders who are no listed are randomly invited to participate the public consultation meeting on 11/07/2016. The agenda topics for the stakeholders' meeting were as follows

1. How many of you are smallholders?

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2. Do you know about RSPO certification for smallholders?
3. Have you been briefed by Community Enterprise Group-Suratthani on RSPO?
4. Smallholders: Do you received any training from Community Enterprise Group-Suratthani on safety & health, fertilizers, agro-chemicals, estate best practices, child labour, sexual harassment, buffer & riparian zone?
5. Do you know about Community Enterprise Group-Suratthani complaint system?
6. What is the support Community Enterprise Group-Suratthani has provided to the smallholders?

The discussion between the stakeholders and audit team was done to identify critical issues in community development during the fourth surveillance assessment. During the discussion, the stakeholders were asked openly several questions to seek feedback on the performance of Community Enterprise Group-Suratthani with respect to RSPO requirements. Several issues were raised by audit team to stakeholders during the public consultation meetings e.g. land ownership, legal issues, agriculture management practices, environment and social performances, social impacts caused by the member's plantation operation, and environmental impacts caused by the member's plantation operation. Stakeholders are included worker, group members, and village head. The discussion with stakeholders was well organized and freedom was given to the stakeholders to reveal their perspectives, either negative or positive. It is important to note that there were no negative comments raised by stakeholders to the group during the public consultation meeting.

2.4.2 List of contacted stakeholders

The public consultation meeting was held at the group manager administration office located at the partnering mill Community Enterprise Group-Suratthani below is the list of stakeholders who attended the meeting.

No	Name in Contact List	Statutory Bodies
1.	Mr. Jetsasda Panphet	Chief of Punpan District Agricultural Extension Office
2.	Mr. Sinchai Waiyin	Chief of Cirinikom District Agricultural Extension Office
3.	Mr. Chaoyod Kolmthong	Chief Executive of Srivichai Subdistrict Administrative Organization
4.	Mr. Choen Singsuk	Chief of crod subdistrict
5.	Mr. Chaiporn Sangnutas	Group chairman
6.	Mr. Kamlaithip Setwichai	Banmaderm District agriculture
7.	Mr. Rattaporn Jankaew	Subdistrict agriculture
8.	Mr. Parinya Reanghiran	Group committee

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9.	Mr.Suriya Wechpram	Group member
10.	Mr.Somchai Sintu	Chief of subdistrict

Remark: There is no active NGO and worker organization at Suratthani Province.

3 Partial certification

3.1 General

Organizations that have a majority holding* in and / or management control of more than one autonomous company growing oil palm will be permitted to certify individual management units and/or subsidiary companies only if all the following are complied with the requirements mentioned below.

**Majority shareholding: the largest shareholding. Where the largest shareholdings are equal (e.g. 50/50) this applies to the organisation that has management control*

Requirement	Finding/ Compliance
The parent organization or one of its majority owned and / or managed subsidiaries is member of RSPO.	Not applicable
For groups with complex management structures the following are required: (a) A statement of the ultimate controlling shareholders and directors in the managing agency company/companies. (b) Ditto in respect of each of the operating groups. (c) Application for membership by the top asset owning company/companies. (d) Application for membership by the managing agency company/companies	Not applicable

If one of the above mentioned requirements is non-compliant, this leads to a major non-conformity.

The following requirements about a time bound plan (3.2) and requirements for uncertified management units and/ or holdings (3.3) are applicable if the registered RSPO member is the holding company or one of its subsidiaries and if one or more of these units are currently not yet RSPO P&C certified.

When there are isolated lapses in implementation of the time-bound plan, a minor non-compliance is raised. When there is evidence of a systematic failure to proceed with implementation of the plan, a major non-compliance is raised.

3.2 Requirements for uncertified management units and/or holdings

This is a group smallholders certification with the requirements for uncertified management units and/or holders not applying in this aspect.

All members of the group are certified based on the established group sustainability manual according to RSPO Standard for Group Certification approved on July 2010 (amended April 2013) and Guidance for Independent Smallholders under Group Certification dated 19/06/2010.

4 Assessment findings

4.1 Findings by RSPO Principle and sample of the Criteria

The assessment team conducted a thorough assessment of each principle and some example criteria. Over the 5 years' period of the certificate cycle, there will be 4 annual surveillance audits in which different criteria will be assessed. Evidences were sought for conformity with the RSPO NI of both systems and their implementation. The

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summary of the assessment can be seen below, where the “Findings/Comments” column reflects the findings in accordance with each criteria and indicator or evidences that were, and when non conformity was found, a summary of the non-conformity can be found in 4.2.2.

NO.	CRITERION	INDICATOR	Checklist	Score: x / Maj / Min	Comments
Principle 1: Commitment To Transparency					
1.1	Oil palm growers and mills provide adequate information to other stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages & forms to allow for effective participation in decision making.	<p>1.1.1 (M) Records of requests and responses to be kept and maintained for a specified and appropriate duration</p> <p>Guidance for group managers:</p> <ul style="list-style-type: none"> • <i>Requests and responses to group members and relevant stakeholders are handled in a prompt and constructive manner.</i> • <i>Keep records of such requests and responses of the Group by taking into account the relevant documents according to Criteria 1.2 and 6.3.</i> • <i>Maintain records of such requests and responses for a specified duration as deemed necessary and appropriate.</i> • <i>Make the group management documentation including simplified training materials of C. 2.1 and 8.1 available upon request by group members.</i> 	<p>a. Does the group manager have a SOP to ensure constructive response to group members?</p> <p>b. Does the SOP cover the elements under C 1.2 & 6.3?</p> <p>c. Who is the personnel in charge (PIC)?</p> <p>d. Is there a clear time frame for response to request for information?</p> <p>e. Are records of requests for information and responses maintained?</p> <p>f. Are responses to requests for information timely and appropriate?</p> <p>g. Are there records of training materials cover Criteria 2.1 & 8.1 made available to group members?</p>	<p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p>	<p>The group manager has established and implemented a procedure to manage request of information in the group manual.</p> <p>Included in the procedure</p> <p>Group members committee</p> <p>So far no request for information from stakeholders or group members, therefore no data available to verify.</p> <p>No request for information from group members so far</p> <p>No request for information received so far therefore no data available.</p> <p>Members are briefed on topics related to C.2.1 and C.8.1 during annual meeting. Example Annual members meeting records sighted on topics related to C.2.1 and C.8.1 dated 30/01/2016</p>

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1.2	<p>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.</p>	<p>1.2.1 (M) Group management documents related to environmental, social and legal issues must be prepared and made publicly available. These, at least, include the following documents:</p> <ul style="list-style-type: none"> - Legal land titles or land use rights; - Agreement between group manager and members. <p>Guidance for group managers:</p> <ul style="list-style-type: none"> • <i>Share information and explain the relevant RSPO standards for Sustainable Oil Palm Production as set out in this document to group members.</i> • <i>Get information or obtain proof of land-use rights from group members or evidence indicating their land-use rights are not claimed and contested by local communities and persons whose land use rights have been lost or terminated.</i> • <i>Establish an agreement and provide a copy of such group agreement (mutually agreed) to members or place the agreement at the group manager unit.</i> • <i>Make the group management documentation available upon request by group members.</i> 	a. Does the group manager have a list of legal land titles or land use rights	x	The land title and land usage is in each group member file.
			b. List of group members agreements between group manager and members	x	Agreement is in each member file.
			c. Are copies of agreement made available to the group members?	x	Sighted and interview group members a copy of agreement is provided
			d. Management documents (e.g. marketing related document, pricing of fresh fruit bunch (FFB), purchasing of farm inputs, good agricultural practices for oil palm and relevant legal documents on environment and social etc made available to group members.	x	Each group member is provided with a group manual when they join the group. The contents of the manual include objective, policy, organization structure relevant forms, GAP and FFB pricing are made available to members via electronic media on daily basis and display at the notice board of the partnering mill.
			e. How the management documents are made publicly available?	x	Group members have access to all relevant documents upon joining. Relevant public documents are made available to public upon request and approved by the group working committee.
			f. Where are the documents placed?	x	At the group manager office
			g. Is there a SOP?	X	A procedure is established for request of information and documents in the group manual.

		<ul style="list-style-type: none"> <i>In case where there are additional management documents (e.g. marketing related document, pricing of fresh fruit bunch (FFB), purchasing of farm inputs, good agricultural practices for oil palm and relevant legal documents on environment and social etc.), these documents should be made available for all group members.</i> 	<p>h. Is the information provided adequate?</p> <p>Note: At minimum, an information summary of the document listed should be made available.</p>	X	List of documents made available to public upon request.
Principle 2: Compliance with applicable laws and regulations					
2.1	There is compliance with all applicable local, national and ratified international laws and regulations.	<p>2.1.1 (M) Evidence of compliance with the laws and regulations which are relevant and significant for oil palm production.</p> <p>Guidance for group managers:</p> <ul style="list-style-type: none"> <i>Ensure that group members abide to the relevant and significant laws and regulations such as the use of legally registered pesticides.</i> <i>Monitor the group member to check their compliance with any relevant law and regulation.</i> <i>Hold a list of relevant, significant and up-to-date laws and regulations such as the Hazardous Substances Act, the Agricultural Standards Act, the Regulations Governing Land Tenure or Land-use Right, the Oil Palm Bunch Notification of the Ministry of Agriculture and Cooperatives, etc.</i> <p>Note:</p>	<p>a. Is the complete list of legal requirements available? (Refer to relevant NIs or LIs for list of legal requirements)</p>	x	<p>The list of applicable legal documents is established and maintained.</p> <p>A summary list of the relevant sections of the applicable law and regulations to the operations is established and made available to the group members upon request.</p> <p>All members are briefed on the relevant laws during annual members meeting.</p> <p>Example:</p> <p>Fertiliser Act B.E 2518 (1975)</p> <p>Underground water Act B.E 2520 (1977)</p> <p>Hazardous Chemical Act B.E 2535 (1992)</p>
			<p>b. Are copies of the legal documents available?</p>	x	Sighted and kept at group manager office

		<ul style="list-style-type: none"> <i>In case where there is a conflict in compliance with land law stipulated before the approval of Thai RSPO Principles and Criteria, such piece of land can be set aside from certification.</i> 	<p>c. How are the group members being informed of the relevant laws and regulations?</p>	<p>x</p>	<p>Group members are provided with the list of applicable law and regulations enforced for the operation of the farms.</p> <p>Example: Land Development Act for agricultural issue no. 4 B.E. 2534 (1991)</p>
			<p>d. Is there a documented methodology (e.g.: personnel in charge (PIC), source of info, frequency of update) for tracking changes and communication of changes to relevant sections of the legislation</p>	<p>x</p>	<p>Farm Advisor (Miss Sujitra Nilpradupkaew) of the group is assigned to keep track on any change in local legal requirements, law and regulations.</p>
<p>2.2</p>	<p>The right to use the land can be demonstrated, and is not legitimately contested by local communities with demonstrable rights.</p>	<p>2.2.1 (M) Documents or evidence showing legal land ownership or lease, land-use rights, history of land tenures or actual land uses and customary rights or that the right to use the land is accepted without any legitimate claims and contests by local communities.</p> <p>Guidance for group managers:</p> <ul style="list-style-type: none"> <i>Have maps, farm layouts or other evidence showing legal land ownership or land lease, land-use rights, history of land tenure or actual land uses held by group members.</i> <i>Must ensure that the lands are not claimed or contested by third parties or</i> 	<p>a. Are there documents showing legal ownership or lease of the land available? (e.g. land titles, lease documents)</p>	<p>x</p>	<p>Available in each member file: land title approved by the local district land department.</p> <p>Example: Group member Mr. Saharat Saksillapachai member ID 01/01/91</p>
			<p>b. Are there documents showing history of land tenure available? (e.g. legal documents showing land status change)</p>	<p>x</p>	<p>Stated in the land transfer title deed approved by the local land authority dated 10/03/2011</p>
			<p>c. Are there documents showing the actual legal use of the land available?</p>	<p>X</p>	<p>Registration of the member with agriculture department on the land use for agriculture is included in the member file.</p>

		<p><i>local communities and there is no violation of customary rights.</i></p> <ul style="list-style-type: none"> <i>In case where there are or have been disputes, group managers should provide a proof of resolution or progress towards resolution in accordance with the conflict resolution processes (Criteria 6.3 and 6.4) accepted by the relevant parties. In addition, group managers should provide proof of the legal acquisition of the land title and that fair compensation has been made to previous owners and occupants with free prior and informed consent.</i> 	d. Are the documents complete?	X	Complete documents available in each member file such as land title deed with lot number and layout, members identity, approval from agricultural department for oil palm planting.
2.3	Use of the land for oil palm does not diminish the legal rights, or customary rights, of other users, without their free, prior and informed consent.	<p>2.3.1 (M) Farm layouts showing the boundary of legal land rights or the extent of recognized customary rights which are agreed upon in a participatory manner (including criteria 7.5 and 7.6).</p> <p>Guidance for group managers:</p> <ul style="list-style-type: none"> <i>Collect farm layouts from individual members and establish a common farm layout for all.</i> <i>In case where land acquisition is either obtained from legal or customary rights, there must be documentary proof of land holding rights such as: transfer of land rights, purchase of land payment or any other agreed compensation based on the details of a negotiated agreement reached by consent.</i> 	a. Is there a legal map showing location of boundary or customary rights?	X	The land title deed includes the land area and boundary.
			b. Is there physical presence of boundary demarcation?	X	Included in the land title deed. Boundary markers sighted during site assessment of group members.
			c. Is there documentary proof of land holding rights (such as: transfer of land rights, purchase of land payment or any other agreed compensation based on the details of a negotiated agreement reached by consent)?	X	Land title transfer from one owner to another is on mutual agreement between buyer and seller. Land title transfer from one owner to another must be approved by local land authority. Example: Group member Mr. Saharat Saksillapachai member ID 01/01/91 who purchase the land from another owner and registered with the land authority.

			d. Is there evidence that the identification of legal, customary or user rights has been agreed upon in a participatory manner (including criteria 7.5 and 7.6)?	X	Land use for agriculture required approval from district agriculture department. Example: Group member Mr. Saharat Saksillapachai member ID 01/01/91 who purchase the land from another owner
Principle 3: Commitment to Long-term Economic and Financial Viability					
3.1	There is an implemented management plan that aims to achieve long-term economic and financial viability.	3.1.1 (M) An annual budgetary plan of the group.	a. Does the group manager have annual budgetary plan showing the economic benefits for the group?	X	2016 annual budget plan was established and approved at the group committee meeting dated 23/12/2015 that indicates the income from the certified FFB, membership and expenditure such training, internal & external audits, RSPO membership.
		3.1.2 (m) When the need for replanting becomes apparent, this should be included in the budgetary plan of the group in an appropriate and timely manner. Guidance for group managers: <ul style="list-style-type: none"> • <i>Estimate an annual budgetary plan showing the economic benefits for the group.</i> • <i>Set out plans for accepting new prospective members or expanding the plantation areas of group members.</i> • <i>Provide a forum for members to develop the annual group budgetary plan in a participatory manner.</i> 	a. Is there an annual replanting programme for the group?	X	A replanting program is established based on the input from the members and presented in the annual members meeting.
			b. Has it been documented in an appropriate and timely manner?	X	The replanting program is reported in the annual members meeting and updated annually.
			c. Is there a forum for members to develop the annual group budgetary plan in a participatory manner?	X	All group members are invited to participate in the annual budget planning meeting. Sighted minutes of meeting and members attendance records held on 23/12/2015.
			d. Is there a document of group members proposal of their annual plans for replanting.	X	A replanting program is established based on the input from the members and presented in the annual members meeting

		<ul style="list-style-type: none"> • Group members should propose their annual plans for replanting to the group managers. 			In the group member manual include a replanting procedure is included.
Principle 4: Use of Appropriate Best Practices by Growers and Millers					
4.1	Operating procedures are appropriately documented and consistently implemented and monitored.	4.1.1 (M) Documents on management practices in key activities of oil palm farming are established	a. Is there a master list of all SOPs?	X	Sighted and reviewed master list of procedure KOR-BOR-001 rev.01 dated 18/05/2012
			b. How does the group manager keep track of revisions?	X	Defined in Group Members Manual rev. 01 dated 18/05/2012
			c. Are there SOPs for group members been documented?	X	The relevant SOPs are included in the Group Manual rev. 01 dated 18/05/2012. Each member is provided addition copy of Occupational Health and Safety for Oil Palm Smallholders, Oil Palm, Oil Palm Fertilizer Management, Oil Palm Farm Management, Integrated Pest Management, Legal Laws and Regulations for Oil Palm Plantation, Soil Water and Resource Conservation, HCV Guidelines, Rainfall Statistic since 2009-2015, Group Manual and Group Regulations.
			d. Are the SOPs appropriate and adequately cover all processes and activities?	X	SOPs provided to group members are appropriate that cover all key processes in local Thai language.
		4.1.2 (m) Evidence of implementing management practices in key activities of oil palm farming.	a. Are the SOPs cover key processes, harvesting,	X	SOPs provided to group members cover all key processes such as harvesting, transportation,

		<p>Guidance for group managers:</p> <ul style="list-style-type: none"> • <i>Develop or make available documents on management practices in key activities of oil palm farming.</i> • <i>Monitor the implementation of management practices by group members in key activities of oil palm farming.</i> • <i>Provide trainings to group members in order to review and enhance knowledge in accordance with Criterion 4.8</i> • <i>Provide trainings to group members how to keep records of farm activities.</i> 	<p>transportation, manuring, IPM, GAP, etc.?</p>		<p>manuring, IPM, GAP in local Thai language</p>
			<p>b. Is a copy of the SOP available on site and is it documented in an appropriate language?</p>	<p>X</p>	<p>Sighted during group members onsite assessment and interviews.</p>
			<p>c. Is there evidence that SOPs are implemented and understood by group members?</p>	<p>X</p>	<p>During on-site visit, orientation will be conducted by farm advisors to new member. This is conducted after confirmation status of approved member during Group Committee Meeting. The farm advisors are responsible to provide the relevant documents to the new members under his/her own Group unit respectively.</p> <p>Example; minutes of orientation meeting for new members dated 16/02/2016.</p>
			<p>d. Are there trainings records to group members how to keep records of farm activities</p>	<p>X</p>	<p>The training is regularly provided to existing and new members as per defined in the annual training 2015 and 2016 plan. All trainings had been conducted as per planned and the result of training is informed and documented in Annual report dated 23/12/2015.</p> <p>For example the following evidence trainings for 2016 had been verified:</p> <ol style="list-style-type: none"> 1. Oil Palm Farm Management dated 10/02/2016 2. Cost Reduction for Increase of

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				<p>Oil Palm Productivity dated 10/02/2016</p> <ol style="list-style-type: none"> 3. Analysis and Verification of Frond Test Report dated 10/02/2016 4. Internal Audit Training dated 19/04/2016. 5. Training for HCV, IPM and OSHA were done completely since 22/7/2016 2015. There is a plan to conduct these trainings during August to October 2016 according to Training Plan 2016 Doc no. OR-PHOR-001 dated 20/12/2015. <p>Training Year 2015 had been conducted as following items:</p> <ul style="list-style-type: none"> • RSPO SCCS Training conducted by external trainer, dated 07/01/2015. • Frond Analysis conducted from February to March 2015. • Farm Management, Verification of Frond Analysis for Determination of Fertilizer Input • Training on Occupational Health and Safety for Oil Palm Smallholders and Good Agricultural Practice of Oil Palm (GAP) dated 28/05/2015, conducted by Provision of Agricultural Oil Palm Research Development. • Training for Sub-contractor on
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					Occupational Health and Safety and Farm Management was conducted during May 2015. <ul style="list-style-type: none"> Stakeholder Consultation Meeting and Preparation of External Meeting had been conducted dated 08/09/2015.
4.2	Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.	<p>4.2.1 (m) Records of fertilizer usage or evidence of soil fertility maintenance.</p> <p>Guidance for group managers:</p> <ul style="list-style-type: none"> Provide trainings to group members to explain the importance of best practices for soil fertility maintenance such as frond sampling for nutrient analysis etc. (see Criteria 4.8) . Monitor the implementation of soil fertility maintenance measures with group members such as the application of fertilizer, frond lining techniques and the use of leguminous cover crops, etc. Group members should take good agricultural practices for oil palm production into consideration. <p>Remark: Due to the limited availability of laboratory for tissue analysis in the area, group manager should take into consideration of the frond tissue sampling where necessary and applicable</p>	a. Are records of fertiliser usage maintained?	X	Records for fertilizer usage and application are recorded in each member record book. The record of fertilizer usage is available in the "Oil Palm Record Book". This book is available for each person who is member of group, the evidence from Mr. Soros Dechmanee (member no. 01/01/51). The latest fertilizers used are mixture of 16-16-16 amount to 2 kg/palm, applied on 25/06/2016 and CaCO ₃ amount to 6 kg/palm applied on 12/06/2016. The amount and formulation of fertilizer is based on the frond test report from Feb to March 2015 by Provincial of Land Development zone 07.
			b. Are there tests records of frond tissue sampling?	X	Frond test report from Feb to March 2015. For example, Analysis and Verification of Frond Test Report for Feb. – Mar. 2015.

			<p>c. Are there records for monitoring the implementation of soil fertility maintenance by group members?</p>	<p>X</p>	<p>There is a plan to conduct soil test 5 years once. The latest soil test was conducted in 2012. The next soil test will be in year 2017.</p> <p>Example of soil test report was 26/10/2016 for member no. 01/01/03 Mr. Punsak Plueng-mai done by local authority from Provincial Land Development Department.</p>
			<p>d. Are there records of training to group members on best practices?</p>	<p>X</p>	<p>Members record book sighted on training records on fertilizer application, GAP and OSH dated 28/05/2015.</p> <p>The training for “Oil Palm Fertilizer Management” is regularly provided to member. This training is in the annual training plan year 2015 and 2016. The record of training on 28/05/2015.</p> <p>For year 2016 is planned in Aug.-Oct.</p>
		<p>4.2.2 (m) Records of annual FFB harvest.</p>	<p>a. Is there daily and summary records of volume and origins of each group members?</p>	<p>X</p>	<p>Group manager has a database for each member on the daily and monthly summary records.</p> <p>The record of FFB harvest is available in the “Oil Palm Record Book”. This book is available for each person who is member of group, the evidence from Mr. Soros Dechmanee (member no. 01/01/51).</p>

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					The latest FFB harvest was on amount 08/07/2016 - 4,570 kg. / farm for 44 rais (7 Ha). The amount and formulation of fertilizer is based on the frond test report Feb-Mar. 2016 by Provincial of Land Development.
			b. Are these records been verified against the available document?	X	Cross check with individual member record book
4.3	Practices minimize and control erosion and degradation of soils.	4.3.1 (M) Evidence of management practices of oil palm farming to minimize and control erosion and degradation of soils (by considering the specific topographic and climate conditions).	a. Are there SOPs for Good Agricultural Practices to minimize and control erosion and degradation of soils?	X	Group Manager has established and implemented the Oil Palm Management manual for each member Defined in Group Manual rev. 01 dated 18/05/2012 and the "Oil Palm Farm Management" book provided to each member.
			b. Is there evidence that the SOPs have been implemented and monitored?	X	The evidence of implemented can be observed during site visit. Also, the record of Evidence of plant evaluation record on 25/05/2016 for member no. 01/01/93 Ms. Sunisa Sriman, the plan for member visit dated 24/04/2016 to 26/05/2016 shown the result of monitoring for this activity on 25/05/2016. Also, the evidence of farm evaluation on 29.02.2016 for Mr. Poj Meksa-nga, the evaluation performed by FA.

	<p>4.3.2 (m) The establishment of terracing practices or other efforts in planting oil palm on slope lands during or prior to replanting.</p> <p>Guidance for group managers:</p> <ul style="list-style-type: none"> • <i>Provide training to group members on soil erosion control techniques (see C. 4.8) and monitor the implementation.</i> • <i>Evidence on the implementation of soil erosion and degradation control techniques by group members, for example:</i> <ul style="list-style-type: none"> - <i>Terracing practices or other methods during or prior to replanting on slope lands</i> - <i>Covering soils during the early stage of oil palm plantings</i> 	a. Is there a management strategy in place for plantings on slopes, including the following?	X	No oil palm plantation on slopes. The physical slope not more than 10°.
		<ul style="list-style-type: none"> • Identification of steep areas not suitable for planting 	X	No steep area identified. This could be observed during onsite assessment. According to the initial assessment report (Sor-Bor-032 rev.01), there is no identified steep area.
		<ul style="list-style-type: none"> • Policy of planting on slopes 	X	Members are provided instructions on slope planting in member file. SOP for planting on the slope included in group manual rev. 01 dated 18/05/2012 and "Oil Palm Farm Management" Booklet.
		b. Is there proof of records of field inspection on SOP implementation?	X	Initial assessment for new member will be conducted. Also, the annual plan set for field inspection once a year as defined in the Group Manual Rev.01 18/05/2012. Example: The field inspection conducted on 29.02.2016 for Mr. Khumpee Larnjaidee (ID 01/01/2010). This field inspection has been conducted in accordance to the SOP in Group Manual Rev.01 18/05/2012
		c. Are there records of training provided to those involved in soil erosion control techniques and	X	The "Oil Palm Fertilizer Management" includes soil control and training is provided regularly to members in this practice in general.

			monitoring implementation?		
4.4	Practices maintain the quality and availability of surface and ground water.	<p>4.4.1 (M) Evidence of efforts to reduce the run-off of chemicals to natural water courses including the maintenance of natural water courses to avoid contamination.</p> <p>Guidance for group managers:</p> <ul style="list-style-type: none"> • <i>Provide recommendations or knowledge to group members on maintaining the quality and availability of water resources and monitor the implementation.</i> • <i>Evidence of implementation by group members on maintaining the quality and availability of water resources which may include:</i> • <i>Avoiding the contamination of water resources from run-off of soil, nutrients or pesticides.</i> • <i>Sustaining and restoring wetlands including natural water courses and riparian buffer zones for example by planting grass and maintaining natural vegetation.</i> • <i>In case of replanting, group members should maintain natural vegetation and/or plant appropriate crops to maintain riparian buffer zones and to avoid the run-offs of soil, nutrients or pesticides.</i> 	a. Is there SOP to manage run-off of chemicals to natural water courses including the maintenance of natural water courses to avoid contamination	Maj	During the onsite inspection of the farm of Mr.Ampol Sethanu Member ID 01/01/45 it was observed there are drains dug up to discharge excess water to nearby water canal. The distance from the palm based to the side of the drain is approx.1 meter. This member applies fertilisers regularly that could contaminate the discharge water from the drain to the water canal.
			b. Are there maps identifying water courses and wetlands?	X	On file at group manager office that include members shape file.
			c. Are the water courses and wetlands protected?	X	Water courses and wetlands are protected. This could be observed during onsite inspection.
			d. Is there a plan to monitor and maintain the quality and availability of surface and ground water contamination?	X	Plan for monitoring and maintaining water quality to avoid contamination established.
			e. Have the identified actions in the plan been implemented and monitored?	X	Farm Advisor (FA) will conduct survey the land identified in the plan every year. Example: Ms. Patcharee Yodthongdee, was monitored by FA.

			f. Is there evidence that the SOP has been implemented and monitored?	X	Internal self-assessment conducted by individual member.
			g. Is there a SOP for riparian and buffer zone protection?	X	The group has established and implemented buffer zone and HCV leaflet by GIZ. The group follows this SOP provided by GIZ.
			h. Are the riparian and buffer zones maintained and restored in existing planted and replanting areas?	X	Group Manager will conduct survey of the land identified in the plan during the initial assessment
4.5	Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management (IPM) techniques.	<p>4.5.1 (m) An Integrated Pest Management (IPM) Plan or Documented IPM for oil palm farming exists and is implemented.</p> <p>Guidance for group managers:</p> <ul style="list-style-type: none"> • Should provide knowledge to group members for a better understanding of IPM techniques (incorporating cultural, biological, mechanical or physical methods – see Criterion 4.8) to minimize the use of pesticides. • Either plan or technical documents on IPM should be kept at group manager unit. • Monitor the implementation of IPM techniques by group members. In all cases, members should demonstrate evidence on how to bring IPM techniques into practice, for example the introduction of biological methods 	a. Is there a documented IPM plan?	X	IPM plan established for year 2015 and 2016. The SOP is defined in the group manual rev. 01 dated 18/05/2012 under IPM.
			b. Does the IPM plan include the following?		
			<ul style="list-style-type: none"> • Identification of potential pests and thresholds 	X	The main pest identified is rats. Members use visual inspection to establish the damage. Defined in the “Integrated Pest Management: IPM”.
			<ul style="list-style-type: none"> • What are the techniques used (cultural, biological, mechanical and physical methods)? 	X	Mechanical traps are used for rats and slashing for weeds. <ul style="list-style-type: none"> • The techniques included used the method of biological method and beneficiary plants for bagworms and nettle caterpillar control Biological:

		<p>like planting host plants, i.e. coral vine (<i>Antigonon leptopus</i> Hook) and sage rose (<i>Turnera ulmifolia</i> L.) for predator insects to control leaf eating caterpillars.</p>			<p>Conserve natural bird (owl) for control the rat population.</p> <ul style="list-style-type: none"> Beneficiary plants for bagworms and nettle caterpillar control
			<ul style="list-style-type: none"> What are the native species used as part of the biological control method? 	X	<p>Beneficiary plants for bagworms and nettle caterpillar control.</p> <p>Example: Antegonon leptopus and Turnera ulmifolia</p>
			<ul style="list-style-type: none"> Does it help in reducing the use of chemicals over a period of time? 	X	<p>The members avoid usage of chemical. This can be observed during site visit.</p>
			<ul style="list-style-type: none"> Prophylactic use of pesticides 	X	<p>No prophylactic use of pesticides</p>
			<ul style="list-style-type: none"> Minimization of pesticide use accordance with Integrated Pest Management (IPM) plan 	X	<p>The group members do not use pesticides for IPM treatment.</p>
			<ul style="list-style-type: none"> Review on the plans to suit the present condition such as replanting? 	X	<p>Annual review during group members meeting on 23/12/2015.</p>
			<p>c. Is there an SOP to implement the plan and monitor its effectiveness?</p>	X	<p>There is the annual plan set for the IPM activities. The annual plan year 2016 shown activates as below:</p> <ol style="list-style-type: none"> Educate and training Apr. – May 2016 Nursery for the Antegonon leptopus and Turnera ulmifolia

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					<p>Jan.-Dec.2016</p> <p>3) Follow up on IPM during site visit and internal audit. The evidence for IPM dated on 25/05/2016 for member no. 01/01/93 Ms. Sunisa Sriman, the plan for member visit dated 24/04/2016 to 26/05/2016 shown the result of monitoring for this activity on 25/05/2016.</p> <p>Also, the evidence of farm evaluation on 29/02/2016 for Mr. Poj Meksa-nga, the evaluation performed by FA.</p>
			d. Are there records of training provided to those involved in the implementation of IPM?	X	Refer member record book and FA book record.
4.6	Agrochemicals are used in a way that does not endanger health or the environment. There is no prophylactic use of pesticides, except in specific situations identified in national best practice guidelines. Where agrochemicals are used that are categorized as World Health Organization Type 1A or 1B, or are listed by the Stockholm or Rotterdam Conventions, growers	4.6.1 (M) The pesticides used are legally registered pesticides in accordance with the Hazardous Substances Act B.E. 2535 (1992) and its amendments.	a. Does the group manager have a policy on safe use of chemical?	X	Defined in the group manual rev. 01 dated 18/05/2012 and "Occupational Health and Safety for Small holder oil palm grower" Booklet
			b. Does the group manager has a list of pesticide used in accordance to <i>Hazardous Substances Act B.E. 2535 (1992) and its amendments.</i>	X	The list of chemical is based on the published list by Department of Agricultural document tile "Knowledge for control usage of hazardous chemical for agricultural, fertilizer, and plant".
			c. Are there SOPs for use of selective products that are specific to target pests, weeds, or diseases and	X	Included in group manual rev. 01 dated 18/05/2012 and "Occupational Health and Safety for Small holder oil palm grower" Booklet

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are actively seeking to identify alternatives, and this is documented.		which have minimal effect on non-target species?		
		d. Does the group manager have a complete listing of WHO class 1A, class 1B, and Stockholm or Rotterdam Conventions pesticide?	X	The list of chemical is based on the published list by Department of Agricultural document tile "Knowledge for control usage of hazardous chemical for agricultural, fertilizer, and plant".
		e. Measures to avoid the development of resistance (such as pesticide rotation) should be applied.	X	Some of the group members use herbicides agro-chemicals as and when required.
		f. Is there a list of pesticide with target species and justification of use?	X	The list of chemical is based on the published list by Department of Agricultural document tile "Knowledge for control usage of hazardous chemical for agricultural, fertilizer, and plant".
		g. The justification should consider less harmful alternatives.	X	Some of the group members use herbicides agro-chemicals as and when required. The group has established a 5 years plan to reduce usage of harmful chemical such as paraquat.
		h. Is there evidence of implementation of SOP to the group members?	X	The SOP is included in the member file and members are brief on the group manual.
	4.6.2 (m) Records of chemical pesticide use.	a. Does the group manager have a pesticide application program?	X	The group manager did not have pesticides application program.

			b. Are there records of pesticides use available?	X	Any usage of agro-chemical will be recorded in the member "Oil Palm Record Book"
			c. Do the records detail the active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications?	X	The members log book includes the frequency of application. The application is generally for the whole the farm for each time. Sighted the active ingredient of applied chemicals is listed at the label of the container. Example Glyphosate AI of 46%.
		<p>4.6.3 (m) Proper and safe storage of pesticides.</p> <p>Guidance for group managers:</p> <ul style="list-style-type: none"> • <i>Provide knowledge to group members in pesticide use (see Criterion 4.8), in particular the prudent use of pesticides for the following issues:</i> - <i>Pesticides applied in accordance with the product label under the Hazardous Substances Act B.E. 2535 (1992) and its amendments.</i> - <i>Equipment and tools including Personal Protective Equipment (PPE) acquired, used and stored appropriately and safely.</i> - <i>Pesticide hazard in accordance with the Hazardous Substances Act B.E. 2535 (1992) and its amendments.</i> 	a. Is there a SOP for pesticide storage and handling been documented and implemented?	X	Group manual rev. 01 dated 18/05/2012 Occupational Health and Safety for Small holder oil palm grower" Booklet The record of training to members was conducted in May 2015.
			b. Are all pesticides stored according to recognised best practices?	X	According to the group manual, herbicides are stored according to recognize best practices
			c. Is there a training plan and training records for farm workers and group members on storage and handling pesticides?	X	The annual plan year 2016 includes training schedule in Aug.- Oct. 2016
			d. Is there evidence that training has been conducted in an appropriate language understood by the group members?	X	The training language is in Thai understood by all members.

		<ul style="list-style-type: none"> - Procedures for disposal of surplus pesticides and their containers securely and safely. - Prohibition of pesticide spraying by pregnant and breast-feeding women, and children • Should encourage group members to record the use of pesticides. In case where group members hire service provider/contractor for pesticide application, members must be responsible to record the use of such pesticides as well. • Consider to recommend group members, employees or farm workers (if any) including service providers/contractors who handle or use pesticides to conduct regular health screenings. • Provide a list of pesticides used by all members and which are in accordance with the Hazardous Substances Act B.E. 2535 (1992) and its amendments. 	<p>e. Is there training provided on work instruction including risk and impacts of pesticide applications?</p>	X	Record of training members dated 03/11/2015
			<p>f. Are pesticides always applied in accordance with the product label?</p>	X	According to the group manual, all herbicides are stored according to recognize best practices
			<p>g. Are the group members involved in chemical handling or application able to demonstrate understanding of the hazards and risks related to chemicals used?</p>	X	Record of training members dated May 2015.
			<p>h. Are MSDS for pesticides used readily available for easy reference?</p>	X	MSDS for pesticides are made available to members if they use such chemicals.
			<p>i. Is there evidence observed in the field to comply with prohibition of pesticide spraying by pregnant and breast-feeding women, and children?</p>	X	<p>Members were interviewed during onsite inspection and confirmed that there was no pesticide spraying by women.</p> <p>Chemical spraying activities are subcontracted. There are no women working with the subcontractors.</p>
4.7	An occupational health and safety plan is documented, effectively communicated and implemented.	<p>4.7.1 (M) An occupational health and safety policy of the group and monitoring the implementation by group members.</p> <p>Guidance:</p> <p><i>Growers and millers should ensure that the workplace, machinery, equipment,</i></p>	<p>a. Is there a health and safety policy in place?</p>	X	Defined in the group manual rev. 01 dated 18/05/2012 and "Occupational Health and Safety for Small holder oil palm grower" Booklet
			<p>b. Is it written in an appropriate language?</p>	X	Documents are Thai understandable by group members.

		<p><i>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 when appropriate measures are taken. All indicators apply to all workers regardless of status.</i></p> <p><i>The health and safety plan should also reflect guidance in ILO Convention 184 (see Annex 1).</i></p>	<p>c. Are the group members aware of the policy</p>	<p>X</p>	<p>Each member is provided with the booklet.</p>
			<p>d. Does the policy cover mitigation of risks to workers health and safety at all workplace activities?</p>	<p>X</p>	<p>Include in the OSH procedure.</p>
			<p>e. Is there a health and safety plan in place, including targets for improving occupational health and safety?</p>	<p>X</p>	<p>Included in annual activities plan approved on 23/12/2015. Sighted year 2016 OSH activity will be held on Aug.-Oct. 2016</p>
			<p>f. Is the plan reflects guidance provided in the ILO Convention 184 (see Annex 1)?</p>	<p>X</p>	<p>The plan reflect guidance provided in the ILO Convention 184</p>
			<p>g. Has the group manager identified the responsible person/persons to implement OSH?</p>	<p>X</p>	<p>.The group committee members Mr. Parinya Ruenghairang (member 01/01/51) and Mr. Preecha Jakra (member 01/02/18) are responsible person to implement OSH</p>
			<p>h. Are there minutes of meetings between the group manager and group members conducted on a regular basis, or as required by law, if any?</p>	<p>X</p>	<p>Annual group members meeting on 23/12/2015</p>
		<p>4.7.2 (m) Records of accidents related to work. Guidance for group managers:</p>	<p>a. Are there SOPs for accidents and emergencies?</p>	<p>X</p>	<p>Defined in the group manual rev. 01 dated 18/05/2012 and "Occupational Health and Safety for Small holder oil palm grower" Booklet</p>

		<ul style="list-style-type: none"> • <i>Must lay down a policy on occupational health and safety of the group.</i> • <i>Provide procedures for emergency cases and major risky activities.</i> • <i>Provide knowledge and raise awareness on working practices in major risky activities for group members such as leaf trimming and weeding etc. (see Criterion 4.8).</i> • <i>Encourage group members to record any occupational accidents and injuries.</i> 	<p>b. Are the instructions on emergency procedures clearly understood by group members?</p>	X	Emergency procedure included in Members manual
			<p>c. Are there accident and injuries records of the group members</p>	X	No report of accident and injury for year 2015 and 1 st half of 2016.
			<p>d. Are records of all accidents kept and periodically reviewed for continuous improvement?</p>	X	No report of accident and injury for year 2015 and 1 st half year of 2016.
			<p>e. Are there records of knowledge and awareness given to group members</p>	X	No report of accident and injury for year 2015 and 1 st half year of 2016.
4.8	All staff, workers, smallholders and contractors are appropriately trained.	<p>4.8.1 (M) Training program and records on trainings received by farm workers and group members.</p> <p>Guidance for group managers:</p> <ul style="list-style-type: none"> • <i>Group managers must raise awareness on relevant issues, identify training needs and provide such training to group members on request.</i> • <i>Should create opportunities for group members to exchange knowledge and experiences related to best oil palm management ,for example, visiting farms where best practices are successfully applied.</i> • <i>Areas for training of group members should include: - The functioning of</i> 	<p>a. Does the group manager maintain a list of staff, farm workers, group members and contractors whom training must be provided to?</p>	X	<p>The training has been regularly provided to member as refer to 4.1.2 d), and 4.2.1 d).</p> <p>Meanwhile, the group had provided of contractors training as record was on 09/04/2015 and 28/05/2015.</p> <p>According to the group regulation, each member has been provided training. Then the information will be further communicated to the workers /or contractors by the member who is hiring contractors. The evidence record of communication as shown in the “Oil Palm Record Book” e.g. Mr. Arrob Taesakul Suratwadee (member no. 01-01-91) training to his worker.</p>

	<p><i>groups and the responsibilities of group members.</i></p> <ul style="list-style-type: none"> - <i>The relevance of the RSPO standard</i> - <i>Legal compliance (see Criterion 2.1)</i> - <i>Operating procedures (see Criterion 4.1)</i> - <i>Soil and water management (see Criteria 4.2, 4.3 & 4.4)</i> - <i>Integrated Pest Management (see Criterion 4.5)</i> - <i>Agrochemical use (see Criteria 4.2 & 4.6)</i> - <i>Occupational Health and Safety (see Criterion 4.7)</i> - <i>Use of fire and relevant regulations (see Criterion 5.5)</i> 	<p>b. Is there a formal training programme in place that covers all aspects of the RSPO Principles and Criteria? Include:</p>		
		<ul style="list-style-type: none"> • The relevance of the RSPO standard 	X	Record of training on 10/02/2016. (Refer 4.1.2 d)
		<ul style="list-style-type: none"> • Legal compliance (see Criterion 2.1) 	X	Record of training on 10/02/2016 (Refer 4.1.2 d)
		<ul style="list-style-type: none"> • Operating procedures (see Criterion 4.1) 	X	Record of training on 10/02/2016 (Refer 4.1.2 d)
		<ul style="list-style-type: none"> • Soil and water management (see Criteria 4.2, 4.3 & 4.4) 	X	Record of training on 10/02/2016 (Refer 4.1.2 d)
		<ul style="list-style-type: none"> • Integrated Pest Management (see Criterion 4.5) 	X	Record of training on 10/02/2016 Refer 4.1.2 d and 4.5.1 c)
		<ul style="list-style-type: none"> • Agrochemical use (see Criteria 4.2 & 4.6) 	X	Record of training on 10/02/2016 (Refer 4.1.2 d)
		<ul style="list-style-type: none"> • Occupational Health and Safety (see Criterion 4.7) 	X	Record of training on 10/02/2016. (Refer 4.1.2 d)
		<ul style="list-style-type: none"> • Use of fire and relevant regulations (see Criterion 5.5) 	X	Record of training on 10/02/2016. (Refer 4.1.2 d)
			<p>c. Are training records maintained for each group members?</p>	X

					and sub-contractor. Also, recording the crops amount, chemical usage, income for sale of FFB, cost for plantation. Refer the evidence check for group member
			d. Regular assessment of training needs of all group members and the farm workers.	X	Conduct on-site assessment as per annual plan during the internal audit period from April to August. 2015. Sighted evidence of audit for each member
			Note to auditors: Documentation of all the training assessment needs, formal training conducted and the list of participants attending these formal training. Interview staff, farm workers and group members to verify that the training has been conducted effectively.		
Principle 5: Environmental Responsibility and Conservation of Natural Resources and Biodiversity					
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	5.1.1 (M) An appropriate and documented environmental impact assessment. Guidance for group managers: • <i>Group managers must undertake and document an environmental impact assessment developed with the participation of group members and local communities. This impact</i>	a. Has an EIA been conducted, developed with the participation of group members and local communities according to the scope of operation?	X	EIA is carried out voluntary for each member with participation of the communities around the member location.
			b. Has the EIA been conducted and documented according to local requirements?	X	EIA is not required for smallholders in Thailand.

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	<p>monitored, to demonstrate continuous improvement.</p>	<p><i>assessment includes all the group smallholdings and sets out appropriate actions to address each impact identified when:</i></p> <ul style="list-style-type: none"> - <i>Replanting or expanding smallholdings.</i> - <i>Clearing remaining natural vegetation and given the need to avoid the use of fire (see Criterion 5.5).</i> 	<p>c. Has the EIA includes all the group members and sets out appropriate actions to address each impact identified when:</p> <ul style="list-style-type: none"> • Replanting or expanding smallholdings. • Clearing remaining natural vegetation and given the need to avoid the use of fire (see Criterion 5.5). <p>d. Is there an environmental management plan in place?</p>	<p>X</p> <p>X</p> <p>X</p>	<p>However, members have carried out EIA is carried out voluntary with participation of the communities around the member location.</p> <p>No replanting so far while some members have planned for replanting in year 2017.</p> <p>No fire used by members.</p> <p>Environmental management plan included in 5 years group improvement plan. Example: Reduce impact for environmental, social and HCV</p>
<p>5.2</p>	<p>The status of rare, threatened or endangered species and high conservation value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and their</p>	<p>5.2.1 (M) A list of Rare, Threaten and Endanger Species (RTEs) and High Conservation Value (HCV) habitats within the boundaries of the oil palm plantations of the group and in the surrounding areas.</p> <p>Guidance for group managers:</p> <ul style="list-style-type: none"> • Collect information related to the critical status according to the list of 	<p>a. Is there a list of Rare, Threaten and Endanger Species (RTEs) and High Conservation Value (HCV) habitats established within the boundaries of the group members:</p>	<p>X</p>	<p>List of flora and fauna, RTE and HCV established according Proforest HCV assessment report dated 10/04/2014 for Krabi, Surat Thani and Trang Province.</p> <p>HCV assessment had been carried out on 25/06/2014, conducted internally by Group Manager Ms. Chulita Somkaew at Mr. Saeon Suksang's estate.</p>

	<p>conservation taken into account in management plans and operations.</p> <p>Rare, Threaten and Endanger Species and High Conservation Value habitats existing in the group boundaries and adjacent areas.</p> <ul style="list-style-type: none"> Such information should be provided to the group members in order to raise conservation awareness. This should cover: <ul style="list-style-type: none"> Presence of protected areas that may be significantly affected by smallholdings of the group members. Legal protection, population status, habitat requirements and conservation status of Rare, Threaten and Endanger Species e.g. referring to the International Union for Conservation of Nature (IUCN) and local wisdom that may be significantly affected by smallholdings of the group members. Information on High Conservation Value habitats, such as rare and threaten ecosystems that may be significantly affected by smallholdings of the group members. In case where Rare, Threaten and Endanger Species and High Conservation Value habitats are present in the boundaries of the group, group manager should provide appropriate protective measures and knowledge to the group members. Such measures must be responsibly 			There is no HCV habitat based on the assessment.
		b. Is the list of Rare, Threaten and Endanger Species (RTEs) and High Conservation Value (HCV) habitats refer to IUCN and local legal protection laws and regulations?	X	<p>List of flora and fauna, RTE and HCV established according Proforest HCV assessment report dated 10/04/2014 for Krabi, Surat Thani and Trang Province.</p> <p>Thailand has the wild animal reservation and protection Act B.E. 2535 (1992) that states the protection of wild life according to the Ministerial regulation to determine some wild animals as protected wild animals B.E. 2546 (2003) and Ministerial Regulation No. 4 (B.E. 2537) on Classification of Wild Animals as Protected Wild Animals.</p>
		c. Is there evidence the group members are aware of the list?	X	HCV and environmental Training conducted on April to May 2016. GIZ leaflet containing information regarding HCV was distributed to all group members.
		d. In case where Rare, Threaten and Endanger Species and High Conservation Value habitats are present within the group members boundaries, what are the protective measures taken by the group manager.	x	Group member have to record any Rare, Threaten and Endanger Species and High Conservation Value in their area and presence of protected areas if any found.

		adopted and implemented by members and the group as a whole.	e. Are the group members aware of the appropriate protective measures?	X	HCV and environmental Training conducted on April to May 2016. GIZ leaflet containing information regarding HCV was distributed to all group members. The signage of no cutting tree and killing animal were sighted during on-site visit dated 11/07/2016.
5.3	Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.	<p>5.3.1 (M) An appropriate and safe management of pesticide containers and other hazardous agrochemicals.</p> <p>Guidance for group managers:</p> <ul style="list-style-type: none"> • <i>Must ensure that group members are made aware of the effort to dispose of pesticide containers and other hazardous agrochemicals in a responsible manner.</i> • <i>Provide knowledge to group member on the disposal of hazardous pesticides and their containers including other surplus chemical containers appropriately and safely. The disposal or cleaning instructions on product's label should be adhered to or any manner showing the responsibility against environment and social, such as using the triple rinse method, in such a way that there is no risk of contamination of water sources or to human health.</i> 	a. Is there a SOP for disposal of pesticide containers and other hazardous agrochemicals?	X	SOP for disposal of pesticide containers and other hazardous agrochemicals Doc. No. POR-SOR-POR-001 dated 18/05/2012.
			b. Is there an inventory of chemicals and their containers that are used and kept on site by each group members?	X	There is a list of members who used chemicals and the amount usage for each member respectively. However, there is no record for inventory of type of chemicals used and waste containers generated.
			c. How are chemicals and their containers stored and disposed off? Is it in accordance to best practices? (as prescribed by manufacturers' labels, local requirement, national or international best practice)	X	<p>The used containers are disposed by either sub-contractors to be sold to third parties or by members themselves to Sabthawee Palm Ramp, Sabthawee Corporative or Thuntsead Ramp.</p> <p>Used containers transferred to Sabthawee Palm Ramp, Sabthawee Corporative and Thuntsead Ramp by Group members will be collected by waste collector Mr. Wong Pa Nich, Collector no. 135/2555</p>

			d. Are collection and disposal records of chemicals and their containers maintained?	Maj	There is a list of members who used chemicals and the amount usage for each member respectively. However, there is no record for inventory of the type of chemicals used and waste containers generated.
			e. Is there evidence that empty pesticide containers are properly stored and disposed and not used for other purposes?	X	There is a list of members who used chemicals. It was observed and interview of members during onsite assessment.
			f. Is there evidence that knowledge to group member on the disposal of hazardous pesticides and their containers including other surplus chemical containers appropriately and safely?	X	Group manager have provided document to group members on the disposal of hazardous pesticides and their containers including other surplus chemical containers appropriately and safely.
5.4	Efficiency of energy use and use of renewable energy is maximized.	5.4.1 Not applicable to group smallholders. Guidance for group managers: • <i>Group members are not obliged to this criterion, however members should take into consideration the energy saving and the most efficient use of energy.</i>	a. Have the group members considered energy saving and most efficient use of energy?	X	Not applicable for smallholders.
5.5	Use of fire for waste disposal and for preparing land for replanting is avoided	5.5.1 (M) In the case where fire is used for land preparation for oil palm replanting, a documented impact assessment must be conducted.	a. Is there a zero burning policy or statement on zero burning for the group members?	X	There is a zero burning statement included in the group policies signed by the group committee director.

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<p>except in specific situations, as identified in the ASEAN guidelines or other regional best practice.</p>	<p>Guidance on Group manager:</p> <ul style="list-style-type: none"> • <i>Shall ensure that group members do not utilize fire for land preparation for oil palm replanting. This is the responsibility of group managers to monitor and oversee.</i> • <i>Fire should be used only where an assessment has demonstrated that it is the most effective method and least environmentally damaging option, for minimizing the risk of severe pest and disease outbreaks during replanting.</i> 	<p>b. Is there a SOP for land preparation without using fire?</p>	X	Included in oil palm farm management manual
		<p>c. Is there a SOP for use of fire for minimizing the risk of severe pest and disease outbreaks during replanting?</p>	X	Included in oil palm farm management manual
		<p>d. Where fire has been used for preparing land for replanting and use of fire for minimizing the risk of severe pest and disease outbreaks, is there evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions?</p>	X	So far no replanting based on reviewed of member acreage statement. No disease or severe pest reported by the group members.
		<p>e. If yes, was an assessment been demonstrated to justify that fire is the most effective method and least environmentally damaging option, for minimizing the risk of severe pest and disease outbreaks during replanting.</p>		See above.
		<p>f. Is there training programmes for group</p>	X	OSHA training including zero burning had been given to group members. The record of training to

			members on zero burning where appropriate?		members was conducted in 22/6/2016
			g. Does ground verification show evidence of open burning?	X	No sighted during onsite assessment of members farms. Record of internal audit conducted on TOR-MOR-BOR-000 dated 12/05/2015 stated that no open burning observed during site visit at Mr. Austa Kummeang estate, member no. 01/3/8.
5.6	Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.	5.6.1 Not applicable to group smallholders. Guidance for group managers: • <i>Group members are not obliged to this criterion.</i>	NA		
Principle 6: Responsible Consideration of Employees and of Individuals and Communities Affected by Growers and Millers					
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.	6.1.1 (M) Records or evidence of a consultative meeting to assess social impacts conducted with the affected stakeholders. Guidance for group managers: • <i>Group managers must demonstrate that group members and affected stakeholders jointly conducted a simplified social impact assessment.</i> • <i>Group managers must provide the following documents:</i>	a. Has SIA been conducted by the group manager together with the group members?	X	SIA was conducted and indicated in the annual members audit.
			b. Is the process in conducting the SIA includes affected stakeholders?	X	The process in conducting the SIA includes affected stakeholders. Example: Group member Mr.Saharat Saksilchai member code 01/01/91 on 04/6/2016 conduct by Mr.Somsak Wimat Head villager moo 9 Thakanorn.
			c. Is there record of how the participatory	X	Participatory assessment was conducted with affected parties

		<p>- A documented simplified social impact assessment.</p> <p>- Records or evidence showing that the simplified social impact assessment has been conducted with the participation of group members, representatives from local communities and other stakeholders</p> <p>- Action plan resulting from the impact assessment showing timetable and responsible person related to mitigation, monitoring, reviewing and updating as necessary.</p>	<p>assessment has been conducted? Were the affected parties able to express their views through their own representative institutions, or freely chosen spokespersons, during the identification of impacts, review of findings and planning for mitigation?</p>		<p>freely. Moreover, questionnaire was then used to evaluate participant's opinion whether they have been affected by mill and estate's operation.</p>
			<p>d. Is there any documented record to outline the plan on mitigation, implementation and monitoring according to the SIA report?</p>	<p>X</p>	<p>Based on the result of SIA, only pollutions from the mill were identified as major cause of impact on social.</p> <p>There is no impact caused by members estate operation on social.</p> <p>Plan for mitigation of the impacts caused by mill's operation is established</p>
			<p>e. Have these plans been documented, with clear timetables? Is the timeline reasonable?</p>	<p>X</p>	<p>Action plan resulting from the impact assessment indicate timetable and responsible person for mitigation, monitoring, reviewing and updating</p>
			<p>f. What is the frequency of reviewing the plan?</p>	<p>X</p>	<p>Once a year during annual members meeting</p>
			<p>g. Has the plan been updated as necessary (i.e. in cases where the review has concluded that changes should be</p>	<p>X</p>	<p>There is no update on the plan to mitigate the social impact because current plan is accepted by stakeholders</p>

			made to current practices)?		
			h. Have the changes to the plan been implemented?	X	Based on above mentioned reason, change of the plan is not required currently.
			i. Is there evidence that the review has been done with the participation of the affected parties?	X	Consultation with the stakeholders is one of the SIA conducted on 4/06/2016 Data were assessed through questionnaire used to interview community leader on 04/06/2016.
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 (M) Procedures on consultation and communication.	a. Is there a SOP for communication and consultation between the group members and local communities?	X	There is a SOP for communication and consultation Tor-Mor-Por-001 between the group members and local communities
			b. Has the SOP been socialized with the local communities and other affected or interested parties taking into account the differential access to information by women as compared to men, village leaders as compared to day labourers, new versus established community groups, and different ethnic groups?	X	The SOP been socialized with the local communities and other affected or interested parties
		6.2.2 (m) Records of communication and response to the recommendations from stakeholders.	a. Is there a SOP for consultation and communication?	X	There is a SOP for consultation and communication Ror-Sor-Por-001 dated 11/11/2014

		<p>Guidance for group managers:</p> <ul style="list-style-type: none"> - Must have documentary evidence showing that they have operating procedures for consultation to and communications with group members and local communities. - Must designate a responsible person for social issues. - Should maintain the list of stakeholders. 	<p>b. Who in the appointed person to be responsible for communication and consultation with the affected parties?</p>	<p>X</p>	<p>Management responsibilities for communication with affected persons or interested parties have been assigned by the group committee.</p>
			<p>c. Has the position been made official with clear and proper job description?</p>	<p>X</p>	<p>The group committee have been made officially to members with clear and proper job description</p>
			<p>d. Have the affected parties been made aware and have access to the person in charge?</p>	<p>X</p>	<p>Stakeholders and members have been informed the person in charge of the management office of the group through members meetings.</p>
			<p>e. Is the list of stakeholders (local communities and other affected or interested parties etc.);</p>	<p>X</p>	<p>A list of stakeholders include local communities, statutory, local governments, head of communities, and local community members are kept and maintained at the group manager office.</p>
			<p>f. Records of all communication, including confirmation of receipt or endorsement;</p>	<p>X</p>	<p>Records of communications receipt are lodged in the log book kept at the group manager office. Example: Mr. Apichat Chuchat Member No. 01/02/25 resignation letter received on 12/01/2016 and responded on 16/02/2016</p>
			<p>g. Evidence that efforts have been made to ensure understanding by affected parties;</p>	<p>X</p>	<p>Based on the minutes of the meeting as above mentioned, efforts have been made to ensure understood by affected parties</p>

			h. Record of actions taken in response to input from stakeholders.	X	Stakeholders and group members have the right to come and visit the group manager office to obtain input on the progress
6.3	There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all parties.	6.3.1 (M) An established mechanism for dealing with complaints and grievances open to affected stakeholders.	a. Is there a system in place to deal with complaints and grievances for all affected parties?	X	Complaint box installed at community center is made known to the stakeholders
			b. Who is responsible to receive complaints and grievances?	X	Group committee are assigned to responsible for receiving complaints and grievances
			c. Is the existence of the system been made known and communicated to all parties?	X	Complaint box installed at coffee shop owns by the mill and at the guard house during the first stakeholder consultation meeting in 03/12/2014
		6.3.2 (m) Evidence showing the dispute resolution process and outcome. Guidance for group managers: - <i>Must prepare documented procedures for dealing with complaints and grievances in an effective, timely and appropriate manner. Such procedures must be established through consensual agreement with the group members.</i> - <i>Documents showing the dispute resolution process and outcome which are accessible by any affected party.</i>	a. Is there a SOP for complaints and grievance?	X	There is a SOP for complaints and grievance as ROR-TOR-POR-001 18/5/2012
			b. Are there evidences group members are consulted and agreement to the SOP.	X	During annual meeting. Last members meeting held on 30/01/2016
			c. Are there any complaints received?	X	Up to now, there is no complaint, and grievance raised by stakeholder.
			d. Are outcomes or decisions reported to the affected parties timely?	X	No complaints and grievances received. Therefore there is no outcome or decision made.
6.4	Any negotiations concerning		a. Is the process and outcome of negotiated	X	There is a process and outcome of negotiated agreements for

<p>compensation for loss of legal or customary rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</p>	<p>6.4.1 (M) Evidence of compensation to eligible persons according to legal and customary rights</p>	<p>agreements and compensation claims documented?</p>		<p>compensation claims established by the group management sustainability manual.</p>
		<p>b. Does this documentation include evidence of the participation of affected parties? Is there any approval/signed by effected parties?</p>	X	<p>There are no claims. Therefore no records available for review.</p>
	<p>6.4.2 (m) The process on achieving the result of negotiated agreements including any compensation requests is open to the public.</p> <p>Guidance for group managers: <i>In case where there are persons eligible for compensation according to legal and customary rights, group managers must demonstrate that acquisition of landholdings by group members has been legal or in accordance with customary principles. In this context the following elements should be included:</i></p> <ul style="list-style-type: none"> - The establishment of a procedure to identify eligible persons for compensation in accordance with legal and customary rights. - The establishment of a procedure to calculate and distribute a fair compensation (monetary or otherwise). This has to be brought into practice. 	<p>a. Are procedures for identifying legal, customary or user rights in place?</p>	X	<p>Procedure for identifying legal, customary or user rights was established in the group sustainability manual.</p>
		<p>b. Are procedures for identifying people entitled to compensation in place?</p>	X	<p>Procedure for identifying people entitled to compensation was established even though all lands for planting palm oil are owned by the members.</p>
		<p>c. Has a procedure for calculating and distributing fair compensation (monetary or otherwise) been established and implemented?</p>	X	<p>A compensation mechanism is established by the group manager for fair compensation if any and will be approved by the group committee.</p>
		<p>d. Are the procedures jointly developed, agreed, accepted and clearly understood by affected parties?</p>	X	<p>The procedures jointly developed, agreed, accepted and understood by the group members and relevant stakeholders.</p>
		<p>e. Does this procedure take into account the following:</p>		

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		<p>- <i>The abovementioned procedures should take into account the following issues:</i></p> <ul style="list-style-type: none"> • <i>Gender differences in the power to claim rights</i> • <i>Ownership and access to land</i> • <i>Differences of trans-migrant and long-established communities</i> • <i>Differences in ethnic groups' proof of legal versus communal ownership of land</i> <p>- <i>Compensation should be in line with fair market value or replacement cost.</i></p> <p>- <i>Group managers should take this criterion into consideration in conjunction with Criterion 2.3 and the related guidance as well.</i></p>	<ul style="list-style-type: none"> • Gender differences in the power to claim rights; 	X	The smallholders land are mainly owned by the man and jointly managed with the wife.
			<ul style="list-style-type: none"> • Ownership and access to land; 	X	By tradition, land ownership is registered under the male member of the family. No restriction to access the land by family members.
			<ul style="list-style-type: none"> • Differences of transmigrants and long-established communities; 	X	No transmigrant. The land owners are the local communities established long ago.
			<ul style="list-style-type: none"> • Differences in ethnic groups' proof of legal versus communal ownership of land. 	X	All land ownerships are individual with no ethnic group issues.
			<ul style="list-style-type: none"> • Compensation in line with fair market value or replacement cost. 	X	Land is individually owned and grants are approved by local land authority. Therefore no compensation. In the event any member purchased another land from another person, it will be willing buyer willing seller basis.
6.5	Pay and conditions for employees and for employees of contractors always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.	<p>6.5.1 (M) Evidence of wage payment.</p> <p>Guidance for group managers:</p> <p>- <i>Must ensure that workers employed to service group members enjoy the rights, conditions and protections stipulated by laws and regulations.</i></p>	a. What types of employment arrangements are there in the group? (E.g. contractual, outsourced, apprenticeships, direct hires, piecemeal basis, etc.)	X	There are 3 fulltime staff employed by the group manager office. Members hired subcontractors with payment agreed on mutually and verbal by both parties.

	<p>- <i>In case of temporarily hired workers, the conditions of employment and wage rates should be mutually agreed between group members and workers. The agreement may be either verbal or written and must be accepted with transparency and freedom of choice.</i></p> <p>- <i>Group members must provide appropriate basic facilities to workers and service providers/contractors as deemed necessary.</i></p>	<p>b. Is there documentation of pay and conditions for each worker?</p>	X	Documented in the members book.
		<p>c. Is the pay and conditions of employment clearly detailed in the employment or service contracts? (E.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.)</p>	X	<p>The fulltime staff pay and conditions of employment is defined in the employment contract such as working hours between 8am to 5pm with 1 hour lunch break, Monday to Saturday, vacation entitlement, maternity leave for women staff, etc.,</p> <p>The group members employed sub-contractors on a verbal mutual agreement basis for the type of job at the farm.</p>
		<p>d. Is the pay received by the worker consistent with the terms of the contract and the law?</p>	X	<p>The payment to subcontract is based on mutual verbal agreement for the type of job on the farm.</p> <p>Group members and subcontractors were interviewed during stakeholder consultation.</p> <p>Subcontractors paid their worker based on piece rate accepted by both parties and not less than the minimum wage of 300Baht/day.</p>
		<p>e. For temporarily workers are there evidence on conditions of employment and wage rates mutually agreed between group members and workers</p>	X	There are no temporarily workers

			f. Are the temporarily agreement in verbal or written and accepted with transparency and freedom of choice.	X	The temporarily agreement in verbal and mutually agreement between group member and subcontractors.
6.6	The employer respects the right of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.	6.6 Not applicable to group smallholders. Guidance for group managers: • <i>Group members are not obliged to this criterion.</i>	NA		
6.7	Children are not employed or exploited. Work by children is acceptable on family farms, under adult supervision, and when not interfering with education programs. Children are not exposed to hazardous working conditions.	6.7.1 (M) Evidence showing that child labor is not used as stipulated in the laws and regulations. Guidance for group managers: - <i>Must provide trainings to group members to understand the requirements of national labor law.</i> - <i>Must ensure that group members are able to show evidence that child labor is not used, e.g. national citizen identification, birth certificate, etc.</i> - <i>Work by children on family smallholdings is only acceptable under</i>	a. Is the group manager has a policy or statement on child labour?	X	The minimum employment age is stated in the group sustainability manual of above 15 years of age.
			b. Are there evidence that the group members aware of the Ministerial Order on agricultural labour protection B.E. 2547 (2003) section 8 when hiring children aged 13-15	X	The group manager provides trainings to group members to understand the requirements of national labour law

		<p><i>supervision of adults and given that the work does not interfere with their education programs as stipulated by national labor law.</i></p> <p>Additional information on child labor</p> <ul style="list-style-type: none"> <i>In case of hiring labor in the agricultural sector, employers may hire children aged 13-15 years during school holidays or after school hours. The work shall not be harmful to their health and shall not have negative impacts on their childhood development and quality of life. In addition, such work must be permitted by their parents or guardians in accordance with the Ministerial Order on agricultural labor protection B.E. 2547 (2003) section 8</i> <i>Children under 13 years of age may accompany and assist in agricultural work under supervision of their parents or family adults in agriculture. The work shall not be harmful to their health or shall not have negative impacts on their childhood development and quality of life.</i> <p>Note: <i>Thai culture in the rural area, in this case, children accompany their adult family members to the workplace. In the actual practices, children are not employed or assigned for works by the employer.</i></p>	<p>years during school holidays or after school hours?</p> <p>c. Are group members aware children under 13 years of age may accompany and assist in agricultural work under supervision of their parents or family adults in agriculture? The work shall not be harmful to their health or shall not have negative impacts on their childhood development and quality of life/</p> <p>d. Are there evidences group members are able to show evidence that child labour is not used?</p> <p>e. Does ground verification show evidence no child labour and child working without supervision of parents or family adults?</p>	<p></p> <p>X</p> <p>X</p> <p>Yes</p>	<p></p> <p>The group members are aware children under 13 years of age may be accompany and assist in agricultural work under supervision of their parents.</p> <p>The group members confirmed that workers hired is above 18 year old.</p> <p>Interview of group members and subcontractors during stakeholders consultation could confirm hired workers are above 18 year old.</p>
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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 (M) A publicly available equal opportunities policy for workers</p> <p>Guidance for group managers:</p> <p>- <i>Must lay down group policy on equal opportunities for workers, employees and other relevant persons. Such policy must be made available to the public.</i></p> <p>- <i>Group managers must provide knowledge to group members on the need to avoid discrimination in the recruitment and employment of workers employed by or assist to group members.</i></p>	a. Is there a group policy on non-discrimination and equal opportunities?	X	Policy statement on non-discrimination and equal opportunities was described in non-discrimination and equal opportunities document established and signed by the group committee president dated 25/04/2016
			b. Is the policy made publicly available?	X	Policy for equal opportunities including identification of relevant / affected groups in the local environment was posted on the group manager office notice board which is easily accessible by the stakeholders or other interested parties
			c. Are there evidence the group members aware of discrimination in the recruitment and employment of workers?	X	Group manager provides information to group members on the need to avoid discrimination during recruitment and employment of workers
			d. Is there evidence that employees and groups including local communities, women, and migrant workers have not been discriminated against?	X	The group manager office employs locals to manage the office. The group manager is a lady. Therefore, it is good evidence that there is no discrimination against women.
6.9	A policy to prevent sexual harassment and all other forms of violence against women and to protect their	<p>6.9.1 (M) A policy on preventing sexual harassment, violence and on the protection of women's reproductive rights.</p> <p>Guidance for group managers:</p>	e. Is there a group policy to prohibit any form of sexual harassment, violence and protection of women's reproductive rights?	X	A group policy is established that includes sexual harassment and violence dated 25/04/2016

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	<p>reproductive rights is developed and applied.</p>	<p>- <i>Must put in place a policy and mechanism of the group on preventing sexual harassment, the use of violence and the protection of women's reproductive rights.</i></p> <p>- <i>Must provide knowledge among group members and workers employed by them about the need to prevent sexual harassment and the abuse of women.</i></p> <p>- <i>Should establish a procedure to handle specific complaints and grievances from women.</i></p> <p>- <i>In case where there are complaints and grievances from women workers or service providers/contractors on sexual harassment, any forms of violence or violation of women' reproductive rights, the group managers must handle the case in accordance with the complaints and grievances procedure as in Criterion 6.3.</i></p>	<p>f. Is the policy made aware to the group members and workers?</p>	<p>X</p>	<p>The policy is made aware to the group members through the annual meeting, notice board and training.</p>
			<p>g. Is complaint and grievance SOP includes handle specific complaints and grievances from women?</p>	<p>X</p>	<p>The complaint and grievance SOP Ror-Por-Por-001 in the group manual includes handling of specific complaints and grievances from women.</p>
			<p>h. Has this policy been documented, implemented and communicated clearly to all levels of the workforce?</p>	<p>X</p>	<p>The policy has been documented, implemented and communicated to the group members signed by group committee Director on 19/4/1015</p>
			<p>i. Is there evidence complaints and grievances handle on a timely basis?</p>	<p>X</p>	<p>There were no complaints and grievances received by the group management.</p>
<p>6.10</p>	<p>Growers and mills deal fairly and transparently with smallholders and other local businesses.</p>	<p>6.10.1 (M) Records of Fresh Fruit Bunch (FFB) prices.</p>	<p>a. Is there a mechanism on how the FFB price is determined?</p>	<p>X</p>	<p>FFB price is determined according to government FFB gate price.</p>
			<p>b. Are there records of current and past FFB prices publicly available?</p>	<p>X</p>	<p>FFB prices are made publicly available by the partnering mill</p>
			<p>c. Are the FFB prices disclosed to the group members</p>	<p>X</p>	<p>The FFB price is disclosed to the group members on daily basis by the partnering mill.</p>
			<p>a. What is the mode of recording / documenting</p>	<p>X</p>	<p>Computerized system was used by the partnering mill to document</p>

		<p>6.10.2 (M) Records or evidence showing the payment according to the agreed condition.</p> <p><i>Group managers must ensure that:</i></p> <ul style="list-style-type: none"> • <i>Fair and transparent pricing mechanism for the FFB to group members must be established.</i> • <i>Fair FFB prices must be disclosed to all group members.</i> • <i>FFB payments are made to group members as agreed upon.</i> <p>- <i>Group members must be able to assess to the grievance procedure under Criterion 6.3. If they consider that they are not receiving a fair FFB price. This applies whether or not middle men are involved.</i></p>	<p>transactions between millers and group members?</p>		<p>records of each group member delivery and sales transactions.</p>
			<p>b. Have agreed payments been made in a timely manner?</p>	X	<p>Copies of weighbridge tickets, delivery notes and invoices for FFB payment to growers are available and inspected during the audit.</p>
			<p>c. Is there evidence that group manager had explained FFB pricing and pricing mechanisms to group members?</p>	X	<p>Group manager had explained FFB pricing and pricing mechanisms to group members and show FFB price on the board at the partnering mill.</p>
			<p>d. Is there a contractual agreement between the miller and group manager?</p>	X	<p>There is no contractual agreement between the partnering miller and group manager.</p> <p>The members are free to sell their FFBs to any mills.</p>
			<p>e. Is there a contractual agreement between the group manager and group members?</p>	X	<p>Group members are free to sell their FFB to any mills.</p>
			<p>f. Are all contractual agreements fair, legal and transparent?</p>	X	<p>No contractual agreement between miller and group members.</p>
			<p>g. Who keeps the contractual agreements?</p>	X	<p>No contractual agreement between miller and group members.</p>
6.11	<p>Growers and mills contribute to local sustainable development wherever appropriate.</p>	<p>6.11 Not applicable to group smallholders.</p> <p>Guidance for group managers:</p>	NA		

		<ul style="list-style-type: none"> • <i>Group members are not obliged to this criterion.</i> 			
Principle 7: Responsible Development of New Plantings					
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 (M) Evidence of land use history for new plantings	a. Are there any new plantings or operations, or expanding existing ones by the group members?	X	No new planting by any of the group members. The members planting statement and member record book was reviewed.
			b. What is the size of the new planting area?	X	Not applicable. See above
		7.1.2 (m) Evidence of social and environmental impact assessment undertaken through a participatory approach of group members and neighbouring communities	a. Has an independent social and environmental impact assessment (SEIA) been documented for the new plantings?	X	No new planting or expansion at existing members farms, therefore no SEIA conducted.
			b. Are the impact assessments prepared by independent experts?	X	No new planting or expansion at existing members farms, therefore no SEIA conducted.
			c. Is the SEIA undertaken in a participatory manner, including the relevant affected stakeholders?	X	No new planting or expansion at existing members farms, therefore no SEIA conducted.
		7.1.3 (m) Appropriate management plan according to the results of social and environmental impact assessment. The plan is brought into practice. Guidance for group managers:	a. What were the main findings of the assessment?	X	No new planting or expansion at existing members farms, therefore no SEIA conducted.
			b. Were secondary impacts of oil palm development identified in the SEIA?	X	No new planting or expansion at existing members farms, therefore no SEIA conducted.

	<p>- Must keep record of previous land use of lands acquired for new plantings by the group members.</p> <p>- Should consult with group members and neighboring communities in a participatory manner to identify the potential social and environmental impacts from the expansion of new plantings by group members.</p> <p>- Should set up an appropriate management plan according to the results from a consultative meeting with group members and neighboring communities and bring it into practice.</p> <p>- Where the groups plan to expand their aggregate smallholdings by more than 500hectares (3,125 rais) in any one year, the group managers should ensure that local communities, indigenous people and prospective smallholders</p> <p>Thailand National Interpretation for Smallholder (Oct 2012) Page 24</p> <p>participate actively in the impact assessments. In addition to the consideration outlined in the RSPO P&C as well as the Thai RSPO P&C concerning the social and environment impact assessment, such assessment must include the participatory considerations with no order of priority preference, as follows:</p> <p>- Assessment of the impacts of all major planned activities.</p>	c. Do the findings of the SEIA uncover any negative impacts? If yes, has a management plan and operational procedures been developed to mitigate the negative impacts?	X	No new planting or expansion at existing members farms, therefore no SEIA conducted.
		d. Has the management plan and operational procedures been implemented?	X	No new planting or expansion at existing members farms, therefore no SEIA conducted.
		e. Does the SEIA assessment include and as a minimum:		
		<ul style="list-style-type: none"> Assessment of the impacts of all major planned activities. 	X	No new planting or expansion at existing members farms, therefore no SEIA conducted.
		<ul style="list-style-type: none"> Assessment, including stakeholder consultations of High Conservation Values that could be adversely affected (see Criterion 7.3). 	X	No new planting or expansion at existing members farms, therefore no SEIA conducted.
		<ul style="list-style-type: none"> Assessment of potential impacts on adjacent natural ecosystems of planned developing areas, including whether such development or expansion will 	X	No new planting or expansion at existing members farms, therefore no assessment conducted.

		<p>- Assessment, including stakeholder consultations of High Conservation Values that could be adversely affected (see Criterion 7.3).</p> <p>- Assessment of potential impacts on adjacent natural ecosystems of planned developing areas, including whether such development or expansion will increase pressure on nearby natural ecosystems.</p> <p>- Identification of watercourses and assessment of potential impacts on hydrology by planned developing areas. Measures should be planned and implemented to maintain the quantity and quality of water resources.</p> <p>- Baseline soil surveys and topographic information, including the identification of marginal and fragile soils, areas prone to erosion and slopes unsuitable for planting.</p> <p>- Analysis of land type to be used (forest, degraded forest, cleared land).</p> <p>- Analysis of land ownership and land use rights.</p> <p>- Analysis of current land use patterns.</p> <p>- Assessment of potential social impact on surrounding communities of plantation, including an analysis of differential effect on women versus men, ethnic/indigenous communities,</p>	<p>increase pressure on nearby natural ecosystems.</p> <ul style="list-style-type: none"> • Identification of watercourses and assessment of potential impacts on hydrology by planned developing areas. Measures should be planned and implemented to maintain the quantity and quality of water resources. • Baseline soil surveys and topographic information, including the identification of marginal and fragile soils, areas prone to erosion and slopes unsuitable for planting. • Analysis of land type to be used (forest, degraded forest, cleared land). • Analysis of land ownership and land use rights. • Analysis of current land use patterns. 	<p></p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p></p> <p>No new planting or expansion at existing members farms, therefore no plans established.</p> <p>No new planting or expansion of existing farms owned by members. Therefore, no assessment conducted.</p> <p>No new planting or expansion of existing farms owned by members. Therefore, no analysis established.</p> <p>No new planting or expansion of existing farms owned by members. Therefore, no analysis conducted.</p> <p>No new planting or expansion of existing farms owned by members. Therefore, no analysis conducted.</p>
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		<p><i>migrant versus long-established residents.</i></p> <p><i>- Where the groups plan to expand their aggregate smallholdings by less than 500 hectares (3,125 rais) in any one year, the group managers should carry out a simplified social and environmental impact assessment which assesses HCVs, the identification of suitable lands and the right to establish new plantings.</i></p>	<ul style="list-style-type: none"> Assessment of potential social impact on surrounding communities of plantation, including an analysis of differential effect on women versus men, ethnic/indigenous communities, migrant versus long-established residents. 	X	No new planting or expansion of existing farms owned by members. Therefore, no assessment conducted.
			<ul style="list-style-type: none"> Where the groups plan to expand their aggregate smallholdings by less than 500 hectares (3,125 rais) in any one year, the group managers should carry out a simplified social and environmental impact assessment which assesses HCVs, the identification of suitable lands and the right to establish new plantings. 	X	No new planting or expansion of existing farms owned by members to more than 500ha. Therefore, no assessment conducted.
7.2	Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated	<p>7.2.1 (M) Maps showing soil suitability or soil survey</p> <p>Guidance for group managers:</p> <p><i>- Where the groups plan to expand their aggregate smallholdings by more than 500 hectares (3,125 rais) in any one</i></p>	<p>a. Are soil suitability / survey maps for the planted areas available or in place?</p>	X	No new planting or expansion of existing farms owned by members. Therefore, no maps available.
			<p>b. Are the soil suitability maps or soil surveys</p>	X	No new planting or expansion of existing farms owned by members. Therefore, no maps available.

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<p>into plans and operations.</p>	<p>year, the group managers shall ensure that</p> <p><i>Thailand National Interpretation for Smallholder (Oct 2012) Page 25</i></p> <p>group members are provided adequate information related to soil suitability, soil series or soil survey and including land topographic information for the consideration of expansion of new planting areas or new smallholdings.</p> <p>- Where the groups plan to expand their aggregate smallholdings by less than 500 hectares (3,125 rais) in any one year, the group managers should carry out only simple soil survey (see Criterion 7.1).</p> <p>- Group managers may consult relevant government officials, e.g. Land Development Department, for these requirements.</p>	<p>appropriate to the scale of operation?</p>		
		<p>c. Are there any areas located within the plantation perimeters that are considered unsuitable for long-term oil palm cultivation?</p>		
		<ul style="list-style-type: none"> Are such areas delineated in the plans? 	X	No new planting or expansion of existing farms owned by members. Therefore, no plans established.
		<ul style="list-style-type: none"> Are there areas set aside for conservation? 	X	No new planting or expansion of existing farms owned by members. Therefore, no areas set aside for conservation.
		<ul style="list-style-type: none"> Or are there plans for rehabilitation as appropriate? 	X	No new planting or expansion of existing farms owned by members. Therefore, no plans established.
		<p>d. Are group members been provided adequate information related to soil suitability, soil series or soil survey and including land topographic information for the consideration of expansion of new planting areas or new smallholdings?</p>	X	No new planting or expansion at existing estates, therefore no assessment conducted
		<p>e. Is simple soil survey available for groups plan to expand their aggregate smallholdings by less than 500 hectares (3,125 rais) in any one year?</p>	X	No new planting or expansion of existing farms owned by members. Therefore, no plans established.

			f. Do the soil suitability maps or soil surveys identify soils requiring appropriate practices?	X	No new planting or expansion of existing farms owned by members. Therefore, no maps or soil survey established.
			g. Does the area where plantings are done require drainage or irrigation?	X	No new planting or expansion at existing estates, therefore no assessment conducted
			h. If yes, is there adequate topographic information to guide the planning of drainage and irrigation systems?	X	No new planting or expansion at existing estates, therefore no assessment conducted
			i. Is the topographic information and best practices taken into consideration during the development of roads and infrastructure?	X	No new planting or expansion at existing estates, therefore no assessment conducted
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 (M) Evidence showing that no expansion of new planting areas for oil palm occurred in primary forests or on any High Conservation Values area/habitat.</p> <p>Guidance for group managers:</p> <ul style="list-style-type: none"> - Group managers shall ensure that this criterion shall be applied at the expansion of new plantings by group members. - Group managers should consult relevant government agencies, e.g. Department of National Parks, Wildlife and Plant Conservation, for maps of 	a. Since November 2005, have any new plantings replaced primary forest, or any area required to maintain or enhance one or more High Conservation Values (HCVs)? If yes, was an adequate HCV assessment carried out prior to the clearing of the land?	X	No new planting or expansion at existing estates, therefore no assessment conducted
			b. Where HCVs have been identified on the land that is intended for new plantings, have new plantings been planned	X	No new planting or expansion at existing estates, therefore no assessment conducted

		<p><i>primary forest or High Conservation Values.</i></p> <p><i>- This criterion shall also extend to prospective members for further group certification.</i></p> <p><i>- Group managers must provide evidence showing that no expansion of new planting areas for oil palm occurred in primary forest or on any High Conservation Values area/habitat by group members, such as land use history, legal land rights, land use rights and land lease.</i></p>	<p>and managed to best ensure the HCVs identified are maintained and/or enhanced?</p>		
			<p>c. Are there finalised HCV maps and areas endorsed/signed off by management showing type of HCV and area coverage (ha)?</p>	<p>X</p>	<p>No new planting or expansion at existing estates, therefore no assessment conducted</p>
			<p>d. Has the company comply with NPP procedures? i.e. NPP documents was submitted and put for public notification.</p>	<p>X</p>	<p>No new planting or expansion at existing estates, therefore no assessment conducted</p>
			<p>e. Is CB verification of NPP documents include field verification? If not, field verification of HCV is required during certification audit.</p>	<p>X</p>	<p>No new planting or expansion at existing estates, therefore no assessment conducted</p>
			<p>f. Where land has been cleared since November 2005, and without a prior and adequate HCV assessment, is there evidence that an adequate HCV compensation plan for the affected area has been developed and accepted by the RSPO?</p>	<p>X</p>	<p>No new planting or expansion at existing estates, therefore no assessment conducted</p>
			<p>g. Is the prepared HCV assessment comprehensive? Was the assessment prepared in</p>	<p>X</p>	<p>No new planting or expansion at existing estates, therefore no assessment conducted</p>

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			consultation with the affected stakeholders prior to any conversion or new planting?		
			h. Has the group manager developed an action plan that describes operational actions consequent to the findings of the HCV assessment?	X	No new planting or expansion at existing estates, therefore no assessment conducted
			i. Does the action plan reference the grower's relevant operational procedures?	X	No new planting or expansion at existing estates, therefore no assessment conducted
			j. Have areas required by affected communities to meet their basic needs, taking into account potential positive and negative changes in livelihood resulting from proposed operations, been identified in consultation with the communities?	X	No new planting or expansion at existing estates, therefore no assessment conducted
			k. Have these areas been incorporated into HCV assessments and management plans?	X	No new planting or expansion at existing estates, therefore no assessment conducted
7.4	Extensive planting on steep terrain, and/or on marginal and fragile soils, is avoided.	7.4.1 (m) In case where new plantings are established on steep terrain, marginal or fragile soils, a protection	a. Are there maps identifying marginal and fragile soils, including excessive gradients and peat soils?	X	No new planting or expansion at existing estates, therefore no assessment conducted

		<p>plan should be in place and brought into practice.</p> <p>Guidance for group managers:</p> <p><i>- Where the groups plan to expand their aggregate smallholdings by more than 500hectares (3,125rais) in any one year, the group managers shall ensure Thailand National Interpretation for Smallholder (Oct 2012) Page 26 that no new plantings are acquired by group members on steep terrain, marginal soil or fragile soil.</i></p> <p><i>- In case where such land on steep terrain, marginal soil or fragile soil representing only source of livelihood of group members, group managers must provide a development plan with appropriate measures, e.g. techniques of oil palm planting on steep slopes, soil fertility improvement and frond lining to protect soil erosion.</i></p>	<p>b. If peat is present, does the map show the extent, nature, and depth of peat?</p>	<p>X</p>	<p>No new planting or expansion at existing estates, therefore no assessment conducted</p>
			<p>c. Have the maps been incorporated for use in the social and environmental impact assessment (SEIA)?</p>	<p>X</p>	<p>No new planting or expansion at existing estates, therefore no assessment conducted</p>
			<p>d. Is there evidence that planting on extensive areas of peat soils and other fragile soils have been avoided?</p>	<p>X</p>	<p>No new planting or expansion at existing estates, therefore no assessment conducted</p>
			<p>e. Are there plans to protect planted areas on fragile and marginal soils, including peat from adverse impacts?</p>	<p>X</p>	<p>No new planting or expansion at existing estates, therefore no assessment conducted</p>
			<p>f. Does the plan take into consideration specific control and NI thresholds, including:</p>	<p>X</p>	<p>No new planting or expansion at existing estates, therefore no assessment conducted</p>
			<ul style="list-style-type: none"> Slope limits; 	<p>X</p>	<p>No new planting or expansion at existing estates, therefore no assessment conducted</p>
			<ul style="list-style-type: none"> List of soil types that need to be avoided, especially peat soil; 	<p>X</p>	<p>No new planting or expansion at existing estates, therefore no assessment conducted</p>
			<ul style="list-style-type: none"> Proportion of plantation areas that can include marginal / fragile soil. 	<p>X</p>	<p>No new planting or expansion at existing estates, therefore no assessment conducted</p>

			g. Has the plan been implemented?	X	No new planting or expansion at existing estates, therefore no assessment conducted
			h. In case where such land on steep terrain, marginal soil or fragile soil representing only source of livelihood of group members, is there a plan developed with appropriate measures, including:	X	No new planting or expansion at existing estates, therefore no assessment conducted
			<ul style="list-style-type: none"> techniques of oil palm planting on steep slopes, soil fertility improvement and frond lining to protect soil erosion. 	X	No new planting or expansion at existing estates, therefore no assessment conducted
7.5	No new plantings are established on local peoples' land without their free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.	<p>7.5.1 (M) Evidence showing the agreement of previous landowners with their free, prior and informed consent, FPIC.</p> <p>Guidance for group managers:</p> <ul style="list-style-type: none"> - Group managers must ensure that the acquisition of new smallholdings or expansion of new plantings by group members complies with Criteria 2.2, 2.3, 6.2, 6.4 and 7.6. - Group managers should have maps or other documents showing the land holdings of group members and can show that these lands are not claimed 	a. Does Group manager have maps or other documents showing the land holdings of group members and can show that these lands are not claimed or contested by third parties with legitimate claims?	X	No new planting or expansion at existing estates, therefore no assessment conducted
			b. Does the new planting area include 'local people's land'?	X	No new planting or expansion at existing estates, therefore no assessment conducted
			c. If yes, has the community given their consent?	X	No new planting or expansion at existing estates, therefore no assessment conducted

		<p>or contested by third parties with legitimate claims.</p> <p>General guidance</p> <ul style="list-style-type: none"> - Where lands are encumbered by legal or customary rights, group managers must demonstrate that these rights are understood by group members and are not being threatened or reduced. - This criterion allows for sales or negotiated agreement to compensate other land users from benefit losses and/or yielding of land use rights. - Acquisition of lands from negotiated agreements by group member 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 in appropriate forms and languages, including assessments of impacts, proposed benefit sharing and legal arrangements. Those selling or leasing lands must be permitted to seek legal counsel if they so choose. - Communities selling or leasing lands must be represented through legal institutions or representatives of their own choosing, operating transparently and in open communication with other community members. - Adequate time must be given for customary decision-making and iterative negotiations allowed for, where requested. 	<p>d. Is there evidence to demonstrate that the consent / agreement have been given?</p>	<p>X</p>	<p>No new planting or expansion at existing estates, therefore no assessment conducted</p>
			<p>e. Has the community been given the opportunity to say 'no' to the proposed development?</p>	<p>X</p>	<p>No new planting or expansion at existing estates, therefore no assessment conducted</p>
			<p>f. Are the principles of the FPIC process followed?</p>	<p>X</p>	<p>No new planting or expansion at existing estates, therefore no assessment conducted</p>

		- <i>Negotiated agreements must be binding on all parties and enforceable in the courts.</i>			
7.6	Local people are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.	<p>7.6.1 (M) Evidence of transfer of rights, payments or agreed compensation.</p> <p>Guidance for group managers:</p> <p>- <i>Where legally owned or customary lands have been taken over, there shall be evidence of transfer of rights, e.g. sale or lease, and of payment or provision for identifying the agreed compensation.</i></p> <p>- <i>This activity should be integrated in the social and environmental impact assessment according to Criterion 7.1 and incorporate Criterion 7.5.</i></p>	a. Does the SEIA include the identification and assessment of legal, customary and user rights of the area?	X	No new planting or expansion at existing estates, therefore no assessment conducted
			b. Is there any known notification from the stakeholders claiming to have legal, customary and/or user rights on the land for the new planting area?	X	No new planting or expansion at existing estates, therefore no assessment conducted
			c. Does the system follow and respect the FPIC principles?	X	No new planting or expansion at existing estates, therefore no assessment conducted
			d. Is there evidence to show that the company has sought the community and the right holders' consent to the initial planning phases of the operations prior to the new issuance of a concession or land title?	X	No new planting or expansion at existing estates, therefore no assessment conducted
			e. Has the claim been identified and assess according to the protocol/SOP? Does the process follow and respect the FPIC principles?	X	No new planting or expansion at existing estates, therefore no assessment conducted

7.7	Use of fire in the preparation of new plantings is avoided other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.	<p>7.7.1 (M) Evidence that burning is not used for land preparation.</p> <p>Guidance for group managers:</p> <ul style="list-style-type: none"> - <i>Group managers must ensure that there is no fire used by group members to establish new plantings.</i> - <i>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 during land preparation. Evidence showing that the use of fire is carefully controlled.</i> 	a. Is there a SOP for land preparation which mentions zero burning?	X	No new planting or expansion at existing estates, therefore no assessment conducted
			b. Is there evidence of land preparation by burning?	X	No new planting or expansion at existing estates, therefore no assessment conducted
			c. (The auditors shall conduct site verification of the newly planted site which will include interviews with group members and workers).		
			d. If the burn method has been used for land preparation, has the company complied with the requirements of 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions?	X	No new planting or expansion at existing estates, therefore no assessment conducted
			e. If yes, was an assessment been demonstrated to justify that fire is the most effective method and least environmentally damaging option, for minimizing the risk of severe pest and disease outbreaks during land preparation.	X	No new planting or expansion at existing estates, therefore no assessment conducted
		f. Was the activity incorporated in the SEIA report?	X	No new planting or expansion at existing estates, therefore no assessment conducted	

			g. What were the mitigation measures? Was it implemented?	X	No new planting or expansion at existing estates, therefore no assessment conducted
Principle 8: Commitment To Continual Improvement In Key Areas of Activity.					
8.1	<p>Growers and mills regularly monitor and review their activities and develop and implement action plans that allow demonstrable continuous improvement in key operations.</p> <p>Growers and mills prepare a plan for continuous improvement, implement, monitor, and regularly to review major of operational activities. These must include, but not necessarily be limited to the following indicators:</p>	<p>8.1.1 (M) A plan on continual improvement in the main group activities.</p> <p>Guidance for group managers:</p> <ul style="list-style-type: none"> - <i>Group managers must establish a continuous improvement in the main group activities. The plan must be developed in a participatory manner with group members and consider the main economic, social and environmental impacts. It should include at least the following range of activities related to the indicators covered by these P&C:</i> • <i>Oil palm plantation management such as the harvest of fresh fruit bunch, soil fertility management, the reduction of certain pesticides and the use of Integrated Pest Management as well as formulating the need for training.</i> • <i>Environmental protection measures, such as soil erosion protection, maintenance of riparian zones.</i> • <i>Economic viability and social responsibility among group members, FFB collectors, mills and communities.</i> 	a. Is there an action plan for continual improvement?	X	<p>The continual improvement plan was set and monitored. The CIP issue no 1 was established since yr. 2014, it is the improvement plan for 2014 to 2018 (5 yrs. Plan).</p> <p>There are 8 strategic improvement as following:</p> <ol style="list-style-type: none"> 1) To be transparent. 2) To be compliant to legal and rules 3) To be long term sustainability of economics and financial 4) To be best practice for palm grower 5) To enhance the responsibilities and awareness to environmental conserved, and support for conserving natural resource & diversity of biology ‘ 6) To responsible for worker, employees, people, and communities who affected from the oil palm grower 7) To control and develop oil palm plantation in new area with responsibility to all concerned

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				<p>8) To enhance and develop in the continual improvement of main concerned activities</p> <p>The annual KPI for each improvement strategic are established during the annual members meeting. The action plan to achieve each KPI is defined.</p> <p>The base year data of year 2013 was used as reference.</p> <p>As per assessment, the group has extracted the yearly improvement plan assigned to each group member.</p> <p>Example::</p> <p>Mr. Sunthorn Rakbamroong, action plan for field no. 1 dated 01/05/2015 has been verified. There is plan list for Mr. Sunthorn such as plan for the Best Agricultural Practices Strategy (No.4) has 9 activity items to complete. The budget and time frame as planning are set into each activities.</p> <p>Meanwhile, the result year 2015 has been summarised to committee. This result of development plan monitoring is planned to inform committee by May 2016.</p>
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			b. Is the plan must be developed in a participatory manner with group members and consider the main economic, social and environmental impacts.	X	The plan has been informed to the committee, the members as regarding it was established as draft version.
			c. Does the plan describe the following:		
			<ul style="list-style-type: none"> Oil palm plantation management such as the harvest of fresh fruit bunch, soil fertility management, the reduction of certain pesticides and the use of Integrated Pest Management as well as formulating the need for training. 	X	Included in the annual plan and presented in the annual members meeting.
			<ul style="list-style-type: none"> Environmental protection measures, such as soil erosion protection, maintenance of riparian zones. 	X	Included in the annual plan and presented in the annual members meeting.
			<ul style="list-style-type: none"> Economic viability and social responsibility among group members, FFB collectors, mills and communities. 	X	Included in the annual plan and presented in the annual members meeting.

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			<p>d. Does the group manager have a system to improve practices in line with new information and techniques, and a mechanism for disseminating this information to the group members?</p>	<p>X</p>	<p>Included in the annual plan and presented in the annual members meeting.</p>
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4.2 Noteworthy positive components and identified non conformances

4.2.1 Details of noteworthy positive components

- Good cooperation among group members;
- Voluntarily service by elected group members to operate the group office and support the group manager and the team;
- Established and implemented individual members record booklet for recording of training attended, FFB sales, fertiliser applied, herbicides used, yield records, etc;
- Established and implemented individual members file with all relevant information such as land title deeds, approval of land usage, transfer approval, group manual, booklet on IPM, farm management, etc;
- Group manager office adopts an open door concept whereby members can access to the group manager for information;
- Annual group members meeting to promote good working relation and discussion of farm management;
- Induction and orientation program for new members;
- Committee regular visits to members farms;
- The partnering mill Southern Palm Oil Industry (1993) Co. Ltd provides financial, manpower and usage of office beside process the members fruits.

4.2.2 Status of non-conformities previously identified.

This section gives an overview of actions taken to close out non-conformities raised during the previous audit.

There was no non-conformity raised during the last surveillance audit.

4.2.3 Detail of Non Conformities identified during this audit

This section gives an overview of the non-conformities raised during this audit.

AUDIT OUTCOME	
2	MAJOR Non-Conformities
<>	MINOR Non-Conformities

Non Conformity Number <1>	
RSPO – Criterion: 4.4.1 Evidence of efforts to reduce the run-off of chemicals to natural water courses including the maintenance of natural water courses to avoid contamination	
Location	Member ID 01/01/45 Farm
Description of Finding/Objective Evidence:	

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Non Conformity Number <1>		
<p>During the onsite inspection of this farm, it was observed there are drains dug up to discharge excess water to nearby water canal. The distance from the palm based to the side of the drain is approx.1 meter. This member applies fertilisers regularly that could contaminate the discharge water from the drain to the water canal.</p>		
Classification	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor
Corrective action planned (by company):	Deadline for implementation	10/09/2016
<p>To close this NC our group has carry out following</p> <ol style="list-style-type: none"> 1. Water analysis reports from Envi Lab and consultant Co., Ltd show the result passed on as 1. Organochlorine Pesticide test by central lab (Thailand) Co. Ltd. 2. None Detectable for Organochlorine Pesticide less than 1.00 ug/L 2. They have blocked the drains in palm oil plantation so water cannot flows through to the public water supplies. 3. Training was conducted on 05/08/2016. See the training record and training materials 4. Training course will include; <ul style="list-style-type: none"> • Water management in palm oil plantation • Fertilizer used • Chemicals hazards • The law of Ministry of Industry No. 2 (2539) issued under the Factories Act, 2535, the defining sewerage from the factory • The law of Ministry of Science and Technology, No. 3 (2539 Standards Control sewerage from industrial and industrial estates. • How to correct the water for analysis. 		
Review of corrective action		

Non Conformity Number <1>														
<p>1. The water analysis was conducted and the test results were reviewed. The water quality results were compared with Water Characteristics Discharged into Irrigation System standard values issued by Thailand Pollution Control Department (PCD) as follows:</p> <table border="1"> <thead> <tr> <th>Parameter</th> <th>Lab Test results</th> <th>PCD Standard</th> </tr> </thead> <tbody> <tr> <td>BOD</td> <td>5.00 mg/l</td> <td>20mg.l</td> </tr> <tr> <td>pH</td> <td>6.99</td> <td>6.5 – 8.5</td> </tr> <tr> <td>Suspended Solid (SS)</td> <td>6.00 mg/l</td> <td>30mg/l</td> </tr> </tbody> </table> <p>The test results shown it is lower than the PCD standard. http://www.pcd.go.th/info_serv/en_reg_std_water04.html#s5</p> <p>In addition, the group manager has conducted an Organochlorine Pesticide test where it is non-detectable, less than 1 ug/l. From the test results it could be concluded, the water discharged from Member ID 01/01/45 Farm does not cause an environmental impact to the water ways. Member ID 01/01/45 has further installed gates to block the water from the farm from flowing out into the waterways and allow to flow into the farm during dry season. Photos was submitted to verify the corrective and preventive action taken.</p>			Parameter	Lab Test results	PCD Standard	BOD	5.00 mg/l	20mg.l	pH	6.99	6.5 – 8.5	Suspended Solid (SS)	6.00 mg/l	30mg/l
Parameter	Lab Test results	PCD Standard												
BOD	5.00 mg/l	20mg.l												
pH	6.99	6.5 – 8.5												
Suspended Solid (SS)	6.00 mg/l	30mg/l												
<p>2. The group manager has organised training conducted by the Farm adviser for Mr. Ampon Settanu member ID 01/01/45 and subcontractor on 05/08/2016.</p> <p>The supporting documents submitted on topics of the training listed above were reviewed and considered relevant to the NC raised.</p> <p>Based on the above corrective actions and preventive actions taken by the group manager, the NC is considered closed..</p>														
Closed: <input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No												
The implementation of the corrective action will be counter checked during the next audit.														
Lead Auditor or Auditor, Date	Cheong, Chun Yuen (Robert) – Lead Auditor Warangkana Thongrapak - Auditor Saowalak Thongsong – Auditor 28/08/2016													

Non Conformity Number <2>	
RSPO – Criterion : 5.3.1 - An appropriate and safe management of pesticide containers and other hazardous agrochemicals	
Location	Group Manager Office
Description of Finding/Objective Evidence:	
<p>According to the group manual section 6, farm management defines the method of disposal of used empty container.</p> <p>During document review there is a list of members who used chemicals and the amount used by each member respectively. However, the method of disposal is not according to the group manual and there are no records kept on inventory of disposed containers.</p>	

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Non Conformity Number <2>		
Classification	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor
Corrective action planned (by company):	Deadline for implementation	10/09/2016
<p>To close this NC our group have plan as follow;</p> <ol style="list-style-type: none"> 1. Preparing for the training course on occupational health and safety. Rinse the chemical containers 3 times and puncture by members, and subcontractors. 2. Training was conducted on 22/07/2016. See training attendance and training materials. 3. Training course will include; <ul style="list-style-type: none"> • Record keeping for chemical use in record books. • The processes of containers dispose (Inform and take the record to the group database) • The main activities for chemical use (herbicide pesticide) • How to clean up the equipment and body after contact with chemicals? • Record all training in the record book. 4. They have 5 places to collect chemical containers and chemical container received from at all place. <ul style="list-style-type: none"> • At Mr.Chaiyaporn Saeng-Utad house • At Ms.Siri Songnarin house • At Mr.Attaporn Ketphet house • At Southern Palm Oil Industry (1978) Co. Ltd • At Southern Palm Oil Industry (1993) Co. Ltd 5. The chemical usage and storage is added in page 25 and equipment usage in palm oil plantation and storage in page 26 in group manual Por-Sor- Por -001. <ul style="list-style-type: none"> • In page 25 include chemical usage and storage such as preparation, PPE, storage, disposal method, and list of 5 place to collect chemical containers • In page 26 include equipment use in palm oil plantation, storage, and palm plantation management. 		
Review of corrective action		

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Non Conformity Number <2>	
<p>The group manager has conducted a group member meeting on 22/07/2016 to announce on the updated of the group manual on Chemical use and storage and chemical containers disposal by landfill or sale to the place that have register license.</p> <p>The group has assigned 5 locations as collection centre for the used chemical containers for better control of disposal.</p> <p>Training was conducted by the group manager for members and subcontractors on 22/07/2016 attended by 57 members. The attendance record was reviewed and could confirmed 57 members attended.</p> <p>The topics listed above for the training was cross checked with the supporting documents submitted and are relevant to the NC raised.</p> <p>The revised pages of group manual were reviewed. Page 25 was revised to include the chemical usage and storage and page 26 was revised to include equipment used in plantation, storage and plantation management.</p> <p>The updated section of the group manual could conclude the group manager has taken proper corrective action and preventive actions</p> <p>Therefore, the NC is considered closed.</p>	
<p>Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>The implementation of the corrective action will be counter checked during the next audit.</p>	
<p>Lead Auditor or Auditor, Date:</p>	<p>Cheong, Chun Yuen (Robert) – Lead auditor Warangkana Thongrapak – Auditor Saowalak Thongsong – Auditor 28/08/2016</p>

4.3 Issues raised by stakeholders

Stakeholder meeting was held on 11/07/2016 at the group manager office located at the partnering mill (The partnering mill Southern Palm Oil Industry (1993) Co. Ltd.

Subsequent annual surveillance audit reports will include any subjects raised during the period of certification and during the annual surveillance audit.

Comments and Views of Stakeholders:

- Out of the 10 participants 2 of them are smallholders and members of the Community Enterprise Group-Suratthani. The members commented there are also committee members assisting the group manger to manage the group office administration.
- 3 of the stakeholders who are village headmen commented they have knowledge of RSPO. A few of the smallholders in their villages are group members of Community Enterprise Group-Suratthani. The smallholders were briefed on RSPO and training was provided to them.
- The smallholders who participate in the stakeholder meeting could confirm they have attended all relevant training on RSPO, safety and health, IPM, GAP, child labour, sexual harassment and HCV for buffer and riparian areas provided by the group manager office.
- The members and subcontractors were briefed on the complaint system established by Community Enterprise Group-Suratthani. They know where the form and dropbox is located and how to submit any complaint.
- The stakeholders who are members participated in the consultation could confirm the group manager conduct training and briefing regularly, visit the members farms, farms audits by assigned committee

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members and arrange partnering mill to process their FFBS.

Auditors Observations:

- Stakeholders are generally satisfied with the group manager office providing relevant training for all new members and carry out annual members meeting to update the members on new development.
- The audit team have checked and reviewed the training records and could confirm relevant training on RSPO principles, OSH, IPM, legal requirements, sexual harassment, etc are provided to smallholders when they join the group.

The audit team have checked the training records and could confirm the subcontractors who attended the stakeholder consultation have received the relevant training provided by the group manager office. Therefore, the subcontractors claim on no training provided is incorrect.

- Members and external stakeholders understood the complaint system established by the group and knows where the form is located.

There are no complaints raised by stakeholders during the public consultation meeting.

5 RSPO P& C Group Certification

The assessment was carried out following the TÜV NORD Integra RSPO P&C Certification Procedure. During the assessment the assessors used the RSPO standard as endorsed for the country in which the assessment took place and recorded their findings. They also used RSPO Standard for Group Certification, RSPO P&C for Sustainable Palm Oil Production: Guidance for Independent Smallholders under Group Certification, National interpretation for group certification.

5.1 Findings by criteria

The assessment of the group manager shall determine conformity or non-conformity with each indicator in the RSPO Standard for Group Certification. Non-conformities must be graded as either minor or major.

Criterion	Compliance	Comment
1. Group Requirements		
<i>Producers can form or join a group for group certification. The organization and its members shall demonstrate their ability to meet the RSPO Standard for Group Certification and the relevant RSPO Standard for Sustainable Oil Palm Production.</i>		
1.1. Group Elements		
1.1.1 The group shall be managed by a central administration (i.e. The Group Manager), which is responsible for ensuring the group's compliance with the applicable standards and manages the Group Management Documentation.	Conform	All relevant activities of the group were managed by the group manager supported by the group committee members who are group members, volunteered to assist group management documentation such as occupational health and safety, sustainable practice, financial, marketing, public relation and environment.

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		A group sustainable manual is established and provided to each group member.
1.1.2 The group shall consist of group members who have formally joined the group.	Conform	Currently, there are 76 members
1.1.3 The Group Management Documentation shall include the documenting and monitoring of all the individual group members for membership status, production process, and other relevant aspects to ensure compliance with the relevant RSPO Standard for Sustainable Oil Palm Production and the RSPO Group Certification Requirements.	Conform	<p>The group has established procedure to monitor the change on individual group member's status such as change on land use right, list of subcontractor and etc. All group members are required to inform changes that are affecting the group membership status and production process to group manager. Currently, there is no change on membership status, farm management process and other relevant aspects to ensure compliance of RSPO requirement.</p> <p>The group management has established information for change on membership status.</p> <p>From the onsite inspection and interview of selected members, it could be confirmed that membership status and production process is consistent with the group database.</p>
1.1.4 The Group Manager shall specify in the Group Management Documentation the maximum number of members that can be supported by the management system and the human resource and technical capacities of the Group Manager.	Conform	<p>According to Section 3 of the group manual dated 30/03/2012 the maximum number of group members is 500.</p> <p>The group has 20% target to increase members each year.</p> <p>The group manager is supported by 2 administrative personnel and working committee for the increase of the number of members.</p>

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1.2. Compliance with standards		
<p>1.2.1 All group members that are formal members of the group seeking RSPO certification under group certification shall comply with the required relevant RSPO Standard for Sustainable Oil Palm Production.</p>	<p>Conform</p>	<p>All group members are formal members and were assessed according to RSPO P&C TN NI 2012 for smallholders requirements.</p> <p>Example: Mr. Solos Dachmanee member ID 01/01/55 was assessed on 14/01/2013 and Mr. Saharat Saksilapachai member ID 01/01/91 was assessed on 25/01/2016.</p>
<p>1.2.2 Group managers may run a programme to support prospective members in achieving compliance with RSPO requirements. Where such a programme is in place, there must be robust mechanisms in place to ensure that neither the prospective members nor the Group Manager makes any claim suggesting they are RSPO certified. Once the prospective member is in compliance with the RSPO standard they shall be formally included as a member of the certified group. Until RSPO compliance is achieved, the FFB production from prospective member sites will not count towards the total certified production of the group.</p>	<p>Conform</p>	<p>When new prospective applicants wish to join the group, an assessment will be conducted according to RSPO requirements as specified in the established group sustainability manual established.</p> <p>Until assessment of the potential applicant is completed and report is approved by the assigned working committee, the FFBs produced by the potential applicant will not be accounted as certified FFBs.</p>
<p>1.2.3 Formal members of the Group shall sign an agreement with the Group Manager committing to achieving compliance with the relevant RSPO standard for sustainable oil palm production. The Group Manager and each member shall keep copies of the agreement.</p>	<p>Conform</p>	<p>Each approved applicant will sign an agreement with the group management.</p> <p>Example: Mr. Saharat Saksillapachai signed agreement on 16/02/2016 and Mr. Solos Dachmanee signed agreement on 02/02/2013</p>
<p>1.2.4 All the individual group members shall adhere to and show evidence that the internal requirements, as set out in the systems, programmes or policies adopted by the Group Manager are met.</p>	<p>Conform</p>	<p>Annual group member meeting was conducted to ensure that all internal requirements and policies are acknowledged by the group members.</p> <p>The most recent annual group members' meeting was held on 23/01/2016.</p>

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<p>1.2.5 The group manager shall comply with the requirements of the RSPO Standard for Group Certification.</p>	<p>Yes</p>	<p>Group manager was assessed by Miss Supawadee Kosriphong, Mr. Poramet Narksena, Miss Kanchana Kumchumpoo and Ms. Duangsamorn Intrachart on 05/07/2016 to verify whether group manager's operation and performance are in compliance with RSPO standard for group certification. Internal audit results showed that group manager demonstrate herself to be in compliance with the RSPO requirements for Group Certification</p>
<p>1.2.6 There shall be evidence to show that formal group members, individually and collectively, continually strive to maintain their compliance with the relevant RSPO Standard for Sustainable Oil Palm Production.</p>	<p>Yes</p>	<p>Training plan for year 2016 e.g. farm management, frond testing, IPM, HCV, OSH, cost reduction and increment productive to maintain their compliance with relevant RSPO standards.</p>
<p>1.3 Group Manager</p>		
<p><i>The Group Manager of the Group shall demonstrate its capacity for managing group certification and performance assessment against the RSPO Standard for Group Certification.</i></p>		
<p>1.3.1 The Group Manager shall be either a legal entity or an individual acting as a legal entity.</p>	<p>Yes</p>	<p>Group has registered Provincial Agricultural Department of Punpin District, Surat Thani Province on 30/03/2012. The registration number is 5-80-17-02/2-0001. The registration is in accordance to the notification of the Department of Agriculture that group of agricultural farmers is required to hold the license showing they were formed as group. The group manager is Ms. Chulita Somkaew has been appointed by the group members on 30/03/2012</p>

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<p>1.3.2 If the Group Manager is not an individual, there shall be a description of the general structure of the Group Manager detailing the positions and responsibilities of all personnel clearly identified.</p>	<p>Yes</p>	<p>Roles and responsibilities of the group manager and group committees who are responsible for occupation health and safety, sustainable practice, environment, financial and marketing and public relation are addressed in the sustainability manual Kor Bor 001 revision 01 dated 18/05/2012</p>
<p>1.3.3 The Group Manager and/or their personnel shall be able to communicate in a language understood by all group members (in both spoken and written form).</p>	<p>Yes</p>	<p>She is a local villager. The language of the group manager is the same as of the group members</p>
<p>1.3.4 The Group Manager and/or their personnel shall be able to demonstrate knowledge of the requirements of oil palm production, the RSPO Standard for Sustainable Oil Palm Production, the RSPO Standard for Group Certification, and internal group procedures and policies.</p>	<p>Yes</p>	<p>Relevant standard for RSPO requirement either RSPO group certification, RSPO P&C for smallholder (TH-NI) and RSPO Group Certification. The group manager could demonstrate her understanding of the RSPO smallholders standard requirements</p>
<p>1.3.5 The Group Manager and/or their personnel shall not have any conflict of interest likely to affect their capacity to meet the requirements for Group Managers and shall be able to provide evidence of this.</p>	<p>Yes</p>	<p>The group manager owns a palm oil plantation not far away from the group. She does not conduct internal auditor to assess the group against RSPO group certification</p>
<p>1.3.6 The Group Manager shall demonstrate sufficient resources – i.e. human, financial, physical and other relevant resources – to enable effective and impartial technical and administrative management of Group Certification.</p>	<p>Yes</p>	<p>The group has appointed 10 farm advisors to support the members which is sufficient with the number of members.</p>
<p>1.3.7 The Group Manager shall have the capacity to control, monitor and evaluate all members pertaining to their compliance to the RSPO requirements including communicating with them and visiting them at the required frequencies.</p>	<p>Yes</p>	<p>Group manager is located at partnering mill Southern Palm Oil Co., Ltd. Even though she was hired by the partnering mill, she is employed as group manager only. She has visited all group members since employment by the partnering mill in April 2010. She also evaluates results of internal audit for all group members that were carried out by internal auditor to ensure the compliance with the RSPO standard</p>

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<p>1.3.8 The Group Manager shall have a documented system which sets out its mission and objectives, policies and procedures for operational management and decision making in order to demonstrate ability to manage the group in a systematic and effective manner.</p>	<p>Yes</p>	<p>Relevant system and procedures for group manager to manage and control group members are indicated in sustainability manual. This manual also contains plan to achieve the objective and policy of the group for year 2016.</p>
<p>1.3.9 There shall be clear policies and procedures for communication between the Group Manager and group members.</p>	<p>Yes</p>	<p>Communication procedure defined in the sustainable manual is used. Channel for communication between group manager and group member was also established e.g. calling, meeting, announcement.</p>
<p>1.3.10 The group manager shall ensure all formal and prospective members understand the relevant RSPO Standards. This may include the development of a strategic plan on how group certification shall be achieved for prospective members, and the identification, definition and/or provision of training needs and/or communication strategies relevant to the implementation of the applicable RSPO Standard for Sustainable Oil Palm Production and the RSPO Standard for Group Certification. This can be provided directly by the Group Manager, an externally run training course or other means of provision of training or expertise.</p>	<p>Yes</p>	<p>Until now, there are no new prospective members. Group has set the timeline for receiving new prospective member once a year. Tentative plan was set during Jan-Feb 2015. Plan to help the prospective members is set such as training, GPS survey and checking history of the plantation, evaluate the intention to comply with RSPO requirement. For formal members, the training plan for year 2016 is used to improve the understanding in RSPO standard. However, all formal members were trained by external trainers since 2013.</p> <p>For the 6 new members since the last audit, the necessary was carried out.</p>
<p>1.3.11 The Group Manager shall ensure that if any group marketing system is developed and managed for the group, this is mutually fair and transparent to enable the securing of raw materials or trading of the group members" collective produce, or setting-up of an equivalent arrangement. The group marketing system shall include; rules for purchasing and selling within the group, rules for claims of RSPO certified, dissemination of markets, and price information and related logistics (i.e. transportation to mill etc).</p>	<p>Yes</p>	<p>Group has given the right to individual group members to trade their FFB to any mill and intermediaries. Benefits after selling the FFB are hold by individual group members. Group manager is not interfering on the benefits of selling FFB. To apply the system of physical trading; however, group has worked with partnering mill to ensure that selling of FFB by group member is complied with the intention of</p>

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		the standard. ID card given by group to all group members will be used for tracking and tracing when partnering mill purchase FFB from individual group member. In case if group members sell their FFB to other mills, these FFB will be become non certified RSPO FFB
1.3.12 The Group Manager shall ensure that the total of all sales and claims of RSPO certified FFB production from group members does not exceed the total certified FFB production of the group in its entirety.	Yes	The system to monitor the quantity of certified FFB to check that it does not exceed the certified volume was established. The responsible person for this is the group manager. Quantity of FFB production in each weighting bill of group members will be collected by group manager every 3 months for recording total FFB production of the group
2. Group Management Documentation Requirements		
<i>The Group Manager assesses compliance of the plantation practices and manages group members to ensure compliance with the RSPO Standard for Group Certification and the relevant RSPO Standard for Sustainable Oil Palm Production. The Group Manager shall have a documented internal system that contains the elements necessary for assessing the performance of group members and their plantations.</i>		
2.1. Group Management Documentation structure and content		
<i>The Group Manager shall have its operational structure, policies and procedures, and basic information on individual group members documented. The system verifies whether operations within the group comply with the RSPO Standard for Group Certification Requirement and the relevant RSPO Standard for Sustainable Oil Palm Production.</i>		

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2.1.1 The Group Manager shall have an operating structure that defines group management documentation (i.e. internal control systems), decision-making and responsibilities within the group.	Conform	The group management has established and implemented a sustainability manual Kor Bor 001 revision 01 dated 30/03/2012 to manage group members activities such as admissions of new members, assessment of members, etc.,
2.1.2 All group records shall be retained for at least 5 years.	Conform	All records are kept and traceable back to the last 3 years Example, membership records, FFB production and sales records for year 2012 to 2016
2.1.3 The Group Manager shall have documented membership requirements for the participation of individual members in the group. This shall include:		
2.1.3.1 Requirements and procedures for joining the group.	Conform	Membership requirements are defined in the sustainable manual. Example: Group member must have a land use license for their planted area issued by the agricultural department.
2.1.3.2 Requirements and procedures for leaving the group.	Conform	According to the manual, any member may withdraw from the group. Example: All resigned members are approved by the group committee
2.1.3.3 Procedures for incorporating a remedial system for member non-compliance.	Conform	Procedure for incorporating a remedial system for non-compliance resulting from internal and external audit was established. The remedial mechanism are such as committee and farm advisor will assist to correct any non-compliance such as provide equipment, tools and provision of labour
2.1.3.4 Procedures for expulsion from the group.	Conform	the group sustainability manual includes a procedure for expulsion of members from the

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		group as described in the Section 4 of the manual
2.1.4 There shall be a group-level operation manual that includes the following:		
2.1.4.1 Internal assessment protocols.	Conformi	According to section 12 of the group manual, internal assessment protocol of group members will be conducted at least once a year at least.
2.1.4.2 Policies and procedures for accepting / removing members.	Conform	According to the sustainability manual, the acceptance of new members will be based on the procedures established. New members will be assessed against all RSPO smallholders requirements prior to be admitted as a formal member of the group.
2.1.4.3 Policies and procedures for applying corrective action requests (CARs) to group members for non-compliance with the relevant RSPO standards.	Conform	Section 12 of the manual specifies the procedure for non-compliance apply to any group member when the relevant RSPO requirements are not met and become non-compliance for corrective actions.
2.1.4.4 Procedures for communicating corrective action requests (CARs).	Conform	Corrective action requests to group members are communicated either by posting at the group office notice board or a formal meeting with the member by the group committee.
2.1.4.5 Clear description of the process to fulfill any correction action requests (CARs) issued internally by the Group Manager or by the certification body including timelines and the implications if any of the CARs are not complied with.	Conform	Timeline for correcting NC is within 60 days.
2.1.4.6 Policies and procedures for handling complaints, appeals, corrective action requests (CARs), and group member performance assessment.	Conform	The group management has established and implemented procedure for handling complaint and appeals as defined in the sustainability manual signed by the group committee president.

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		<p>The group committee is responsible to handle complaint and appeal raised by group members and stakeholder within 7 days.</p> <p>The audit team has verified the complaint book, interview group committee and no complaints have been lodged so far for year 2015.</p>
2.1.4.7 Policies and procedures for group monitoring, including carrying out and updating group risk assessment and annual surveillance of group members.	Conform	Section 12 on internal audit in the sustainable manual describes risk assessment of group members during annual surveillance audit.
2.1.5 The Group Manager shall develop and maintain a database of group members included within the Group Scheme. This includes the information below as a minimum for each member:		
2.1.5.1 A copy of each group member's application form to the group with relevant information for each member that is updated regularly, i.e. name of producer, address, contact details, type of land ownership, size of plantation area, location, etc.	Conform	<p>The group database contains name of member, address, telephone number, ID card no, number of plots, size of farm, planted area, type of land ownership and etc.</p> <p>Copies of application forms of all group members are available at the group administration office. Member forms were sampled for reviewed and cross-checked with the data base.</p> <p>Example: Mr. Saharat Saksilapachai member ID 01/01/91</p>
2.1.5.2 Total annual production and production per unit area (hectare) for previous years, from at least one year prior to joining the group, and the estimated production for the current year.	Conform	<p>The group management office kept each individual members production records, group total annual production and production per unit hectare.</p> <p>The database includes 1 year production record of new members prior to joining the group.</p>

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		<p>The total production records for the group for year 2015 were 7,080 tons with an average 17.05 ton/ha/year.</p> <p>The expected production for the current year 2016 is approx. 8,878 tons.</p>
<p>2.1.5.3 Results from the last internal and external assessments showing performance levels to the relevant RSPO Standard for Sustainable Oil Palm Production, including dates these were carried out, any plans for implemented improvement and corrective action requests (CARs) raised and closed out for each group member.</p>	<p>Conform</p>	<p>The group management conducts annual internal audits on selected members according to schedule established during the annual group meetings. Internal audits will be conducted prior to the next external audit.</p> <p>Internal audit results were presented and published at the group manager office notice board.</p> <p>The last internal audits were conducted during the period 24/05/2016 to 25/05/2016 no non-compliance were found.</p> <p>The internal audit reports of the audited members were verified.</p>
<p>2.1.5.4 The date of group membership acceptance and date of departure or expulsion from the group if relevant.</p>	<p>Conform</p>	<p>During the current period 5 members have withdrawn from the group.</p> <p>The 5 resigned members were recorded in the data base.</p> <p>Date of new members accepted as members are recorded in the database and members are based on the date the agreement signed with the group manager.</p>
<p>2.1.5.5 Maps of the plantation area for each group member. This can be in the form of individual maps or a collective map covering all group members.</p>	<p>Conform</p>	<p>Map of all group member were digitized using Google Earth with GPS data collected during the field survey.</p>

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		During the onsite, the audit team has cross checked with a handheld GPS unit.
2.1.6 A summary of all the data on land use (in hectares) shall be kept and regularly updated covering the entire group that includes at least the following:		
2.1.6.1 Total overall land area for each group member.	Conform	Total land area for each group member is based on the land leased grant or permit issued by the land authority. The total area that include infrastructure for the current 76 members is 512.52 ha.
2.1.6.2 Total oil palm planted area for each group member.	Conform	The total planted area of the group is 456.30 ha
2.1.6.3 Total RSPO certified production area for each group member.	Conform	The total certified production area currently is 512.52 ha for 76 members
2.1.6.4 Other crop production areas (i.e. non oil palm) for each group member if any.	Conform	Other crops (non oil palms) and infrastructure area is 56.22 ha for houses 13.22 Ha, Fruit (Coconut, Rubber, Mangosteen) 23.78 Ha, Fish Pond 6.55 ha and Other 12.67 ha
2.1.6.5 Total undeveloped area or areas set aside for any particular reason (i.e. conservation, customary, identified HCV etc) for each group member, if any.	Conform	43 group members farms are identified close to the water canal or streams or small rivers. However, HCV associated with the river or canal cannot be determined as the area of HCV. Therefore, group has set relevant procedure to manage areas that are close to river. During the onsite assessment one of member farms was inspected and could confirm a buffer zone is established.
2.1.6.6 Total area with infrastructure for each group member, if any.	Conform	Total area for other crops & infrastructure of the group members is 56.22 ha
2.2. Internal assessment system		

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<p>2.2.1 Prospective members intending to join the group to be included under group certification shall only be allowed to become formal members of the group after an initial compliance assessment for entry by the Group Manager. This initial assessment will determine that all group members who formally join the group with the intention of being included under group certification, are able fulfill the group membership requirements and are able to meet the relevant RSPO Standard for Sustainable Oil Palm Production.</p>	<p>Conform</p>	<p>All group members were assessed by group management committee members and farm advisor to assess on the compliance with RSPO P&C TH NI 2012 requirements prior to the signing of the acceptance to be a formal member of the group. Refer group sustainable manual section 12</p>
<p>2.2.2 The Group Manager shall implement a regular and ongoing internal assessment program for all current group members that includes at least the following:</p>		
<p>2.2.2.1 Internal assessments shall be documented and these documents maintained for 5 years.</p>	<p>Conform</p>	<p>Initial internal assessment reports for all 76 members are available. The internal assessment reports for the 5 resigned members are kept at the group administration office. Records were verified during onsite assessment.</p>
<p>2.2.2.2 Regular (at least annual) internal assessment visits to a sample of group members to confirm continued compliance with all the requirements of the relevant RSPO Standard for Sustainable Oil Palm Production and RSPO Standard for Group Certification. All members shall be monitored at least once during the period of validity of the group certificate (normally 5 years).</p>	<p>Conform</p>	<p>Group members are subject to annual assessment according to the annual plan established during the annual members meeting. The internal assessment records of members from year 2012 and 2015 were verified to cross check there is no repeat of members assessed. Internal audit for 2015 done twice. 10 members were selected to be audited each time. 0.8 square root x 1.4 based on existing no. of 75. However, there are two times of internal audit for year 2015. Total members who were visited and internally assessed is 20 members</p>

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		11 members were assessed during year 2016 internal audit . The sample size for the internal audit is based on RSPO equation $0.8\sqrt{\text{no. of members multiple with a high risk factor of 1.4}}$																		
2.2.2.3 The Group Manager shall identify the relevant RSPO Standard for Sustainable Oil Palm Production that is appropriate for each group member. It is the performance against this standard that is assessed at each internal assessment.	Conform	The group manager could demonstrated that RSPO P&C TH NI 2012 for smallholder was applied for the internal audit																		
2.2.2.4 The sample size for internal assessments shall be based on a risk assessment of the group members, where a higher risk requires a higher sample size.	Conform	The sample size for the internal audit is based on RSPO equation $0.8\sqrt{\text{no. of members multiple with a high risk factor of 1.4}}$. The final number is rounded to the next integral.																		
2.2.2.5 The sample size shall be determined by the formula $(0.8/y) \times (z)$, where z is the multiplier defined by the risk assessment. Low risk = multiplier of 1, medium risk = multiplier of 1.2, high risk = multiplier of 1.4.	Conform	Based on the equation above, the sample size for internal assessment for year 2016 was 11 members selected.																		
2.2.2.6 The group shall use a minimum sample to be visited annually for internal assessment of $(0.8/y)$, where y is the number of group members, and where selection of group members is based on random selection techniques.	Conform	11 members were assessed during year 2016 internal audit																		
2.2.2.7 The Group Manager shall ensure that different group members are visited in each annual internal assessment to those that have been selected for assessment by the certification body, unless there are circumstances which require a revisit of the same members (e.g. pending corrective action requests (CARs), complaints received from stakeholders, risk factors etc).	Conform	The list of members assessed in year 2016 as below: <table border="1" data-bbox="1360 1117 1892 1393"> <thead> <tr> <th>No.</th> <th>Name</th> <th>Member ID</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Ms. Samisa Srimam</td> <td>01/01/93</td> </tr> <tr> <td>2</td> <td>Mr.Khumoe Karnjaidee</td> <td>01/01/10</td> </tr> <tr> <td>3</td> <td>Mr. Nu-Kay Srisaikyum</td> <td>01/01/94</td> </tr> <tr> <td>4</td> <td>Mr. Thamim Raksasub</td> <td>01/01/78</td> </tr> <tr> <td>5</td> <td>Mr. Suntorn Boonsamom</td> <td>01/01/66</td> </tr> </tbody> </table>	No.	Name	Member ID	1	Ms. Samisa Srimam	01/01/93	2	Mr.Khumoe Karnjaidee	01/01/10	3	Mr. Nu-Kay Srisaikyum	01/01/94	4	Mr. Thamim Raksasub	01/01/78	5	Mr. Suntorn Boonsamom	01/01/66
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11	Ms. Patcharew Yodthongdee	01/01/35																		
2.2.2.8 Additional internal assessments shall be scheduled when potential problems arise or when the Group Manager receives information from stakeholders about alleged non-conformities of the relevant RSPO Standard for Sustainable Oil Palm Production by group members.	Conform	No non conformances were raised during year 2016 internal audit. However 3 observations were raised for 3 members. Follow up audits were conducted on 24/06/2016																		
2.2.3 Non-conformities identified by the Group Manager shall be resolved internally according to a documented system of applying corrective action requests (CARs). See 2.1.4.3.	Conform	According to the group sustainability manual CARs procedure any NC raised during the internal audit, corrective actions shall be taken within one month and follow up audit (re-audit) will be conducted. For year 2016 audit no CARs were raised.																		
2.2.4 Evaluating Internal Assessments																				
2.2.4.1 As part of the assessment of group members, evaluation assessments shall be conducted by the certification body on a randomly selected internal assessor. The aim is to assess the quality of the internal assessments as conducted by the Group Manager. The internal assessor shall be assessed in regards to: planning the assessment, preparing documentation, plantation/field visit, interview with group members, writing the internal assessment report, and debriefing.	Conform	Internal audit for year 2016 was conducted during the period 24/05/2016 to 25/05/2016. The audit plan and audit checklist was reviewed and found the checklists used for internal audit provides sufficient information and details in the event of any findings. The internal auditors were assessed and interviewed on their audit reports. Results of the assessment of the audit compliance were addressed in the report.																		

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		3 observations were raised and included in the summary report. A follow up audit was conducted on 24/06/2016
2.2.4.2 The evaluation of internal assessor performance shall be conducted in conjunction with the evaluation of their training and assessing their overall knowledge of the relevant RSPO Standard for Sustainable Oil Palm Production, RSPO Standard for Group Certification and the group management documentation and procedures.	Conform	<p>The internal auditors appointed are as below:</p> <p>Mr. Parchak Manee Ms. Pamita Srisuwan Mr. Kraiwut Suriter Ms. Nopparat Phianonsri Mr. Soros Dechmanee Mr. Pairoh Kulsiri Mr. Chaiyaporn Sangutat Mr. Parinya Ruenghairun</p> <p>Mr. Ampol Settanu They have received Internal auditors training on 19/04/2016 conducted by Ms. Chweevarak Jomhong</p> <p>Interview with internal auditor was carried to verify on their understanding of RSPO requirements</p>
3. Chain of Custody		
<i>The Group Manager shall have a system in place to enable the trading of RSPO certified Fresh Fruit Bunches (FFB) produced from the group.</i>		
3.1 The group manager shall document and implement a system for the tracking and tracing of FFB produced by the group members, and intended to be sold as RSPO certified FFB.	Conform	Procedure for tracking and tracing of FFB produced by the group members is addressed in the sustainability manual. In the event the FFB produced by the group member is greater than the certified volume, it will be claimed as non-certified product

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<p>3.2 There shall be a collective group procedure for the sale of all certified FFB originating from the plantations of group members that is agreed by the group members and the Group Manager and is designed to ensure that non-certified FFB are not sold as RSPO certified FFB. This shall be contained in any group marketing system that is developed for the group, and shall follow one of the supply chain models as per the RSPO Supply Chain Certification Systems, i.e. Identity Preserved, Segregation or Mass Balance.</p>	<p>Conform</p>	<p>The group has no group procedure to collect certified FFBs originating from the group members farms. Group members collect and sell the FFBs directly to the partnering mill.</p> <p>Each group member is issued a member ID card for identification of the certified FFBs.</p> <p>When any of the group members sell their FFBs to other mills, the FFB will be non-certified RSPO FFB</p>
<p>3.3 The group manager shall ensure that all invoices for sales of RSPO certified FFB originating from the group are issued with the required information as per the adopted supply chain model requirements within Annex 6 of the RSPO Supply Chain Certification Systems document – November 2009.</p>	<p>Conform</p>	<p>Invoices for sales of group members certified FFBs are provided to the partnering mill and kept in the individual member file</p>
<p>3.4 The physical transporting of RSPO certified FFB originating from the plantations of group members shall be done either directly by the group (i.e. through own transportation), or via sub-contracted intermediaries. For intermediaries the requirements as outlined in 3.7 shall also apply.</p>	<p>Conform</p>	<p>Most of group members have their own truck to transport of RSPO certified FFB. Some group members hired subcontractors for transporting RSPO certified FFBs.</p> <p>Member ID card issued by the group manager will be the identification for the sources of the certified FFBs.</p>
<p>3.5 All sales of FFB originating from the plantations of group members shall be documented. This shall include:</p>		
<p>3.5.1 Invoices and receipts (purchase and sale).</p>	<p>Conform</p>	<p>The weighbridge ticket issued by the partnering mill was verified. Members identification code is indicated clearly in the weighbridge ticket issued by the partnering mill.</p>
<p>3.5.2 Information on transport.</p>	<p>Conform</p>	<p>Truck number is indicated in the weighbridge ticket</p>

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<p>3.5.3 The relevant group members' group identification number.</p>	<p>Conform</p>	<p>Name of the seller or group member is indicated on all weighbridge tickets issued by partnering mill.</p> <p>FFBs transported by transport contractor, the name of group member and identification code in ID card will be indicated as the seller in the weighbridge ticket.</p> <p>The group member code will be traced back from the computerized system of the partnering mill in order to retrieve the quantity of FFBs sold by the group members</p>
<p>3.5.4 Description of the product sold (i.e. RSPO certified or not), product volume and destination.</p>	<p>Conform</p>	<p>Group members will sell as RSPO claim. The weighbridge ticket will indicate the member code showing the amount and name of the member of the certified RSPO FFB</p>
<p>3.6 The Group Manager shall maintain copies of all relevant documentation and records of group product transactions for a period of 5 years.</p>	<p>Conform</p>	<p>The group manager has recording system to track and maintain copies of weighbridge ticket issued by the partnering mill.</p> <p>Sample of weighbridge tickets, sales invoice of members were reviewed and verified with the group manager data in the server.</p>
<p>3.7 If an intermediary exists in the supply chain from the group to the mill that wants to be included within the group certification control rather than obtain their own supply chain certification, the intermediary shall be identified by the Group Manager. The Group Manager shall have a contract with the intermediary to fulfill the RSPO Standard for Group Certification and agree to be assessed on an annual basis by the Group Manager as well as in certification assessments. It is the responsibility of the Group Manager to ensure that the intermediary shall comply with the following conditions:</p>	<p>Conform</p>	<p>There are no contracts established by the group manager with any intermediary currently.</p> <p>This was confirmed by the group manager and group working committee during the onsite interview and verifying of documents.</p>
<p>3.7.1 There shall be a contract between the intermediary and the Group Manager</p>	<p>Conform</p>	<p>There are no contracts with any intermediaries currently as they don't work yet with intermediaries.</p>

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		The 33 proposed intermediaries and no contracts signed
3.7.2 The intermediary shall have complete purchasing and selling records.	Conform	No intermediary. Therefore no documents available for review.
3.7.3 The intermediary shall have RSPO supply chain systems in place to separate certified from non-certified materials through any of the RSPO supply chain options (i.e. Identity Preserved, Segregation or Mass Balance).	Conform	No intermediary, therefore no training records established.

5.2 Noteworthy positive components and identified non conformances

5.2.1 Details of noteworthy positive components

- Good cooperation among group members;
- Voluntarily service by elected group members to operate the group office and support the group manager and the team;
- Established and implemented individual members record booklet for recording of training attended, FFB sales, fertiliser applied, herbicides used, yield records, etc;
- Established and implemented individual members file with all relevant information such as land title deeds, approval of land usage, transfer approval, group manual, booklet on IPM, farm management, etc;
- Group manager office adopts an open door concept whereby members can access to the group manager for information;
- Annual group members meeting to promote good working relation and discussion of farm management;
- Induction and orientation program for new members;
- Committee regular visits to members farms;
- The partnering mill Southern Palm Oil Industry (1993) Co. Ltd provides financial, manpower and usage of office beside process the members fruits.

5.2.2 Detail of Non Conformities identified during this audit

AUDIT OUTCOME		
	0	MAJOR Non-Conformities
	0	MINOR Non-Conformities

6 Certified organization's acknowledgement of internal responsibility

6.1 Date of next surveillance visit

The next surveillance audit is scheduled within 9-12 months from certification date.

6.2 Date of closing non-conformities

All major NCs closed by	NA
All minor NCs to be closed by	NA

6.3 Formal sign-off of assessment findings

Name of Client:	Community Enterprise Group - Suratthani
Client number:	45003
Scope :	There are 76 independent smallholder members
Production area (ha):	456.30
Certified area (ha):	512.52
Annual volume FFB:	8,878 mt
Certified volume CPO:	1,776 mt
Certified volume PK:	444 mt
Annual certified volume PKO	200 mt
Annual certified volume PKE	244 mt
Type of certification:	Group Certification
Certificate number:	83600
Certification Decision Date:	19/10/2016
Issued by	TUV NORD Integra
Address	Statiestraat 164, 2600 Berchem, Antwerp, Belgium
Telephone	+32 3 287 37 60
Fax	+32 3 287 37 61
Email	info@tuv-nord-integra.com
Website	www.tuv-nord-integra.com
Certifier (contact person)	Marleen Delanoy
Signature:	

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Annex 1: List of smallholders / group members

No.	Name	Certified area (Ha)
1	PANSAK PLONGMAI	6.652
2	AMMARIN INCHOO	1.944
3	KHAMPHEE LANJAIDEE	7.8432
4	WIRAT KAEHAEON	6.6852
5	POJ MAKESA-NGA	43.5104
6	CHALERM SIRINAPHO	4.8248
7	PIROH KULSIRI	6.6844
8	SOMBAT BAUKAEW	1.1592
9	CHANIN HEMYAKORN	8.0396
10	SIRI SONGNARIN	4.7504
11	KITTI PHUMMALEE	2.0872
12	PICHAMON SRIKUL	18.5916
13	PATCHAREE YODTHONGDEE	5.0956
14	SARAPEE PRATUM	3.9424
15	NOBPPARAT PIMOLSRI	7.9756
16	JINDAPON THINPICHAI	3.4452
17	AKKARADEJ KHANUNNIN	6.4464
18	SOMHIA SRATHONGMAI	10.8656

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19	ANUWAT BAUKAEW	7.2704
20	AMPON SETHANOO	3.7176
21	SUPAWADEE KHOSRIPONG	31.0096
22	PRINYA RUENHIRUN	15.3236
23	PICHAN DEETHONG	9.884
24	SIRI BUNTHONG	8
25	SOLOS DACHMANEE	7.0656
26	SOMPOTE PHUNSOMBAT	3.4164
27	SURAPHON RIDTHIKUL	1.5736
28	SUTHAM KLAMSEN	7.5408
29	DOUNGSAMORN INTACHART	10.012
30	KANJANA KHAMCHOMPHOO	23.9016
31	PRAJAK MANEE	5.6
32	CHALEMPON PHUETPHON	4.5256
33	PHANITTA SISUWAN	1.7036
34	SUNTHORN BUNSAMORN	2.9388
35	THAKSIN PROMJUN	6.8476
36	CHAROEN PANBOOT	2.3404
37	KRAIYUT SURITER	2.6056
38	PRAKARN PITAKCHAROEN	7.754

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39	SURIN JITTRAPIROM	6.5904
40	PRIYA SRISAKHON	5.0756
41	SOMSAK INTHASOMBAT	3.394
42	PONGSAK KOEDSOMBAT	2.0344
43	KOMIN MUKRADSADA	1.6836
44	SAYREE SIBURUT	1.9668
45	TANIN RAKSASUP	9.0148
46	PHROM ROTCHAROEN	1.9724
47	MONTA KHONCHOM	3.458
48	SOPON SORATJAPINAN	18.0856
49	WORAPHOT SORATJAPINAN	8.6072
50	PORAMET NAKSENA	9.2128
51	SAN LAOBANDIT	12.534
52	AMORN ROBCOB	1.0244
53	JIRASAK INNUWONG	5.6
54	ADUL CHAVANG	8.7188
55	SURIYA WETCHAPRAM	1.7576
56	PAISAN PITCHARANAN	7.4444
57	SAHARAT SAKSINCHAI	8.1852
58	BUPPA LAEMTONG	13.5092

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59	SUNISA SRIMAN	2.4264
60	NOOGUY SEESAİKAM	1.544
61	ADTHAPORN KETPHET	9.5484
62	KASEM JONDUM	4.8
63	BOONSERM KULRAT	0.8724
64	PRICHA CHAKKRA	1.0508
65	NARATHON NOBPHARAT	1.6
66	VINAI PRADUP	2.412
67	PHONCHAI CHOOCHAT	4.0872
68	CHAIPORN SAENG-UTAD	3.99
69	SOMMAY SAENG-UTAD	2.9788
70	SOMRAK PANINTR	1.7768
71	U-SA KUMMUANG	8.2944
72	SAOUEN SUKSAENG	3.8468
73	WINAI SAENG-UTHAT	2.5812
74	CHARUN PANAIN	4.404
75	SI PAWAJITANON	7.786
76	NOPPHADOL BOONROD	5.08
	<u>TOTAL</u>	512.522