REGULATION OF THE MINISTER OF AGRICULTURE
OF THE REPUBLIC OF INDONESIA
NUMBER 38 OF 2020
ON

INDONESIAN SUSTAINABLE PALM OIL PLANTATION CERTIFICATION

BY THE BLESSINGS OF ALMIGHTY GOD

MINISTER OF AGRICULTURE OF THE REPUBLIC OF INDONESIA,

Considering : that to implement the provisions in Article 4 section (4), Article 6 section(3), Article 7, Article 12 section(4), Article 14, Article 15 section(3), Article 16 section (3), Article 17 section (3), Article 18 section (4), Article 26 section (2), and the ruling on development and supervision on the implementation of Indonesian Sustainable Palm Oil System (ISPO) Certification as regulated in Article 25 of the Presidential Regulation Number 44 of 2020 on Indonesian Sustainable Palm Oil Plantation Certification System, it is necessary to issue Regulation of the Minister of Agriculture on Indonesian Sustainable Palm Oil Plantation Certification.

Observing :
1. Article 17 section (3) of the 1945 Constitution of the Republic of Indonesia ;
2. Law Number 39 of 2008 on State Ministries (State Gazette of the Republic of Indonesia of 2008 Number 166, Supplement to the State Gazette of the Republic of Indonesia Number 4916);
3. Law Number 39 of 2014 on Plantations (State Gazette of the Republic of Indonesia of 2014 Number 308, Supplement to

the State Gazette of the Republic of Indonesia Number 5613);

4. Law Number 22 of 2019 on Sustainable Agricultural Cultivation System (State Gazette of the Republic of Indonesia of 2019 Number 201, Supplement to the State Gazette of the Republic of Indonesia Number 6412);
5. Presidential Regulation Number 45 of 2015 on Ministry of Agriculture (State Gazette of the Republic of Indonesia of 2015 Number 85);
6. Presidential Regulation Number 44 of 2020 on Indonesian Sustainable Palm Oil Plantation Certification System (State Gazette of the Republic of Indonesia of 2020 Number 75);
7. Regulation of the Minister of Agriculture Number 43/PERMENTAN/OT.010/8/2015 on Organization and Work Procedure of the Ministry of Agriculture (State Bulletin of the Republic of Indonesia of 2015 Number 1243);

HAS DECIDED:

To issue: REGULATION OF THE MINISTER OF AGRICULTURE ON INDONESIAN SUSTAINABLE PALM OIL PLANTATION CERTIFICATION.

CHAPTER I
GENERAL PROVISIONS

Article 1

In this Ministerial Regulation:

1. Oil Palm Plantation means any activity of natural resources, human resources, production facility, tools and machinery, cultivation, harvesting, processing management, and oil palm marketing.
2. Oil Palm Plantation Business means a business that produces Oil Palm Plantation goods and/or services.
3. Indonesian Sustainable Palm Oil Plantation hereinafter referred to as ISPO means an Oil Palm Plantation Business which is economically feasible, social-cultural feasible, and environmentally friendly based on the provision of legislation.

4. Oil Palm Plantation Business Actor hereinafter referred to as Business Actor means an Oil Palm Smallholder and/or an Oil Palm Plantation Company which manages an Oil Palm Plantation Business.
5. Oil Palm Plantation Company hereinafter referred to as Plantation Company means an enterprise of legal entity, established under the Indonesian laws and having its domicile within the Indonesian territory which manages an Oil Palm Plantation Business at a certain scale.
6. Oil Palm Smallholder hereinafter referred to as Smallholder is any individual of Indonesian citizen who runs an Oil Palm Plantation Business with a business scale which does not reach a certain scale.
7. Oil Palm Plantation Product means all products of Oil Palm Plantation crops and their processing which comprise of core product, processed product to extend storability, side product, and by-product.
8. ISPO Certification means a series of compliance assessment activities on an Oil Palm Plantation Business that pertain to the issuance of a written guarantee that an Oil Palm Plantation Business's products and/or management have met the ISPO principles and criteria.
9. ISPO Certification Body hereinafter referred to as ISPO CB meansan independent compliance assessment institution which conducts an ISPO Certification.
10. National Accreditation Committee (Komite Akreditasi Nasional) hereinafter referred to as KAN means a non-structural institution which has the duty and responsibility in the accreditation on compliance assessment institutions.
11. Minister means the minister administering government affairs in the field of plantation.
12. Director General means high official in the Ministry of Agriculture administering functions in the field of plantation.
13. Office means a regional apparatus which performs functions in the field of plantation.

Article 2

The scopes of this Ministerial Regulation include:

a. ISPO principles and criteria;
b. the conditions and procedure of ISPO Certification;
c. development and supervision;
d. fee of ISPO Certification and funding facilitation; and
e. administrative sanction.

CHAPTER II

ISPO PRINCIPLES AND CRITERIA

Article 3

(1) To guarantee a sustainable Indonesian Oil Palm Plantation, ISPO Certification is applied to Plantation Companies and Smallholders.

(2) The ISPO Certification to such Plantation Companies as referred to in section (1) issued by applying the principles covering:
   a. compliance with legislation;
   b. Implementation of good agriculture practices;
   c. environmental management, natural resources, and biodiversity;
   d. labor responsibilities;
   e. social responsibility and community economic empowerment;
   f. Implementation of transparency; and
   g. continuous business improvement.

(3) The ISPO Certification to Smallholders as referred to in section (1) is issued by applying the principles covering:
   a. compliance with legislation;
   b. application of good agriculture practices;
   c. environmental management, natural resources, and biodiversity;
   d. application of transparency; and
   e. continuous business improvement.

(4) The principles as referred to in section (2) and section (3) are elaborated in criteria.

Article 4

(1) The criteria for the compliance with legislation as referred to in Article 3 section (2) point a include:
   a. legality of land; and
   b. legality of plantation business.

(2) The criteria for the application of good agriculture practices as referred to in Article 3 section (2) point b include:
   a. plantation planning; and
   b. the implementation of good agricultural practices and processing.

(3) The criteria for the environmental management, natural resources, and biodiversity as referred to in Article 3 section (2) point c include:
   a. the implementation of those in relation to environmental permit;
   b. waste management;
   c. disturbance from an immobile source;
   d. waste utilization;
   e. management of hazardous and toxic materials (*bahan berbahaya dan beracun*, B3) as well as B3 waste;
   f. fire and disaster control;
   g. protected area and area of high conservation value;
   h. mitigation on greenhouse gases (GHG) emission; and
   i. protection to natural forest and peat land.

(4) The criteria for manpower responsibilities as referred to in Article 3 section (2) point d include:
   a. occupational safety and health (OSH);
   b. administrative requirements in employment relationship;
   c. workers' welfare and capability improvement;
   d. use of children labor and discrimination in employment;
   e. facilitation of unionization to establish the workers union; and
   f. facilitation of the workers and employee's cooperative.

(5) The criteria for social responsibility and community

economic empowerment as referred to in Article 3 section (2) point e include:

a. social community responsibility;

b. the empowerment of custom legal community/native; and

c. the development of local businesses.

(6) The criteria for the implementation of transparency as referred to in Article 3 section (2) point f include:

a. the source of fresh fruit bunches (FFBs);

b. the transparent calculation of K index and data related to K index;

c. the equitable and transparent of fresh fruit bunches (FFBs) price;

d. the openness for non-confidential information and complaint handling;

e. the commitment not to do a bribery indication; and

f. the traceable supply chain system.

(7) The criteria for continuous business improvement as referred to in Article 3 section (2) point g include:

a. monitoring and renewal system on permit documents' validity period; and

b. social responsibility and people's economic empowerment which must measurable for a certain period.

Article 5

(1) The criteria for compliance with legislation as referred to in Article 3 section (3) point a include:

a. legality and management of Smallholder;

b. Smallholder location;

c. land disputes and compensation as well as other disputes;

d. legality of Smallholder business; and

e. environmental permit obligations.

(2) The criteria for the application of a good agriculture practice as referred to in Article 3 section (3) point b include:

a. Smallholder institutional organization; and

b. Smallholder management.

(3) The criteria for the environmental management, natural resources, and biodiversity as referred to in Article 3 section(3) point c include:
   a. fire prevention and handling; and
   b. the preservation of biodiversity.

(4) The criteria for the implementation of transparency as referred to in Article 3 section (3) point d include:
   a. the sale and FFB's trading and mutual agreement of prices; and
   b. availability of data and information.

(5) The criteria for a continuous business improvement as referred to in Article 3 section (3) point e include improving performance by developing and implementing the action plans which support a continuous improvement of oil palm production.

Article 6

The principles and criteria as referred to in Article 4 and Article 5 are included in Annex 1 for Plantation Companies and Annex II for Smallholders as an integral part of this Ministerial regulation.

CHAPTER III
REQUIREMENTS AND PROCEDURES FOR ISPO CERTIFICATION

Part One
General

Article 7

(1) ISPO Certification is applied mandatorily to Oil Palm Plantation Business.

(2) Oil Palm Plantation Business as referred to in section (1) comprises of:
   a. Oil Palm plantation business;
   b. Oil Palm plantation processing business; and

c. Oil Palm plantation business integrated with processing business.

Part Two

Requirement for ISPO Certification

Article 8

(1) The application for ISPO Certification as referred to in Article 7 is submitted by a Business Actor to ISPO CB.

(2) The Business Actor as referred to in section (1) comprises of:

a. Plantation Companies; or

b. Smallholders.

Article 9

(1) The Plantation Companies as referred to in Article 8 point a must submit an application for ISPO Certification by providing required document as follows:

a. plantation business/permit;

b. ownership of land right;

c. environmental permit; and

d. the classes of plantation business issued by permit authorization.

(2) The classes of plantation that can be applied for ISPO certification as referred to in section (1) include plantation class I, II, or III.

Article 10

(1) In addition to meeting the requirements as referred to in Article 9, a Plantation Company must have an internal auditor who understands ISPO principles and criteria.

(2) The internal auditor as referred to in section (1) has the responsibility to ensure the implementation of ISPO principles and criteria.

(3) The understanding on ISPO principles and criteria as referred to in section (1) is obtained through ISPO training.

(4) The ISPO training as referred to in section (3) is provided by an ISPO training institution.

Article 11

(1) The Smallholders as referred to in Article 8 section (2) point b must submit an application for ISPO Certification by providing required document as follows:
   a. letter of plantation business registration; and
   b. ownership of land right
(2) The application for ISPO Certification as referred to in section (1) can be submitted by Smallholder individually or in group.
(3) The group as referred to in section (2) may take in the form of Smallholders' group, combined group, cooperative, or economic institution, in accordance with legislation.
(4) The group as referred to in section (3) must have an Internal Control System/ICS team which is responsible in the implementation of ISPO.

Article 12

(1) In addition to meeting the requirements as referred to in Article 11, Smallholders must have to enclose a Statement Letter on Environmental Management.
(2) The Internal Control System Team as referred to in Article 11 section (4) must have to understand ISPO principles and criteria.
(3) The understanding on ISPO principles and criteria as referred to in section (2) is obtained through ISPO training.
(4) The ISPO Training as referred to in section (3) is provided by an ISPO training institution.

Article 13

Further provisions regarding the implementation of ISPO training by an ISPO Training Institution are stipulated by Director General.

Part Three
Procedures for Application Submission

Article 14

(1) Applicants in the form of Plantation Companies submit an application for ISPO Certification to ISPO CB by enclosing the requirements as referred to in Article 9 and Article 10.

(2) Applicants in the form of Smallholders submit an application for ISPO Certification to ISPO CB by enclosing the requirements as referred to in Article 10 and Article 12.

(3) ISPO CB conducts a verification of the application requirements as referred to in section (1) and section (2).

(4) In the event that the applicant does not comply the requirements as referred to in section (1) and section (2), the application is rejected and returned to the applicant along with the reasons of refusal.

Article 15

(1) In the event that the verification as referred to in Article 14 section (3) has met the requirements, it is continued ~~by~~ with the preparation of an agreement.

(2) The preparation of agreement as referred to in section (1) is made between the applicant and ISPO CB.

(3) In the event that the preparation of agreement as referred to in section (2) is not reached a mutual agreement, the application is deemed withdrawn by the applicant.

(4) In the event that the preparation of agreement as referred to in section (2) is reached a mutual agreement, the ISPO Certification Agreement is signed.

Part Four
Assessment on Principles and Criteria

Paragraph One
ISPO Certification Agreement

Article 16

(1) The ISPO Certification Agreement as referred to in Article 15 section (4) at least contains:
   a. rights and obligations;
   b. certification plan;
   c. surveillance ;
   d. period of agreement;
   e. an amendment to the rule of suspension and termination of certification;
   f. dispute; and
   g. force majeure.

(2) The rights and obligations as referred to in section (1) point a constitute the applicant's and ISPO CB's rights and obligations.

(3) The certification plan as referred to in section (1) point b include:
   a. stage 1 (one) audit;
   b. stage 2 (two) audit;
   c. decision making on certification; and
   d. the resources needed to do the certification.

(4) The surveillance as referred to in section (1) point c is conducted by ISPO CB issuing the certificate each year within the certification cycle.

(5) The period of agreement as referred to in section (1) point d is at least for 1 (one) certification cycle.

(6) The amendment to the rule of certification suspension and termination as referred to in section (1) point e constitutes an activity when a suspension or termination on ISPO certification occurs.

(7) The dispute as referred to in section (1) point f contains the settlement on any dispute that occurs.

(8) The force majeure as referred to in section (1) point g constitutes a certain condition such as disaster.

Paragraph Two
Audit

Article 17

(1) ISPO CB must conduct stage 1 (one) audit within a period of maximum 3 (three) months since the signing of ISPO Certification agreement as referred to in Article 15 section (4).

(2) The stage 1 (one) audit as referred to in section (1) covers an assessment on:
   a. review on the completeness and correctness of legality documents;
   b. sample of plantation and the processing business which will be assessed at stage 2 (two) audit;
   c. the critical points of plantation and processing business such as plantation and protected area, storage place of hazardous and toxic waste (B3), plantation with a certain slope; and
   d. the parties/stakeholders who are selected as keynote speakers.

Article 18

(1) If the results of stage 1 (one) audit have met such requirements of assessment as referred to in Article 17 section (2), it is continued by the stage 2 (two) audit.

(2) If the results of stage 1 (one) audit do not meet requirements of assessment as referred to in Article 17 section (2), it is given a chance to make an correction within a period of maximum 6 (six) months as of the assessment.

(3) If within such period as referred to in section (2) the applicant is unable to perform the correction, stage 1 (one) audit process is terminated and the application is returned to the applicant along with the reasons of termination.

Article 19

(1) The stage 2 (two) audit as referred to in Article 18 section (1), covers an assessment on:

a. all of the documents used by the applicant;
b. the implementation of ISPO principles and criteria at the plantation and processing business;
c. competence of the workers/employees involved at the plantation and processing business; and
d. confirmation on the application of ISPO principles and criteria to the parties/stakeholders selected as keynote speakers.

(2) The implementation of such stage 2 (two) audit as referred to in section (1) uses sampling method:
a. the size of sampling for initial certification must be determined under formula $(0{,}8\sqrt{y})$ x (z), where y is the estimated number/plantation/mill which will be assessed within one group and/or plantation company and z constitutes the multiplication which is determined by risk assessment. [low risk = multiplier 1; moderate risk = multiplier 2, high risk = multiplier 3].
b. the low risk as referred to in point a is for a plantation area which has the criteria of not bordering with a protected area (that covers an area which provides a protection to its subordinate area, nature conservation area and cultural heritage area, and or natural disaster susceptible areas), having no peat land, having a flat topography, and there is no replanting.
c. the moderate risk as referred to in point a is for a plantation area which has the criteria that part or the whole of it is located within a peat land area, a hilly topography, and or there is a replanting.
d. the high risk as referred to in point a is for a plantation area which has the criteria that part or the whole of it is located in a protected area (that covers an area which provides a protection to its subordinate area, nature conservation area and cultural heritage area, and or natural disaster susceptible areas).

Article 20

(1) If the results of stage 2 (two) audit have met such requirements of assessment as referred to in Article 19 section (1), it is continued by a decision making on ISPO Certification.

(2) If the results of stage 2 (two) audit do not meet requirements of assessment as referred to in Article 19 section (1), the applicant will be recommended to make an improvement within a period of maximum 6 (six) months since the notification of assessment results.

(3) If within such period of maximum 6 (six) months as referred to in section (2) the applicant is unable to perform the improvement, stage 2 (two) audit process is terminated and the application is returned to the applicant along with the reasons of termination.

Article 21

(1) In conducting the audit, ISPO CB determines the audit implementation period based on man-days.

(2) The audit implementation as referred to in section (1) considers risk factors on the fulfillment of ISPO principles and criteria under the terms as follows:

a. stage 1 (one) audit and stage 2(two) audit on oil palm Plantation business take at least 13 (thirteen) man-days.

b. stage 1 (one) audit and stage 2(two) audit on the processing of Oil Palm Plantation processing business take at least 9 (nine) man-days.

c. stage 1 (one) audit and stage 2 (two) audit on Oil Palm plantation business integrated with processing business on 1 (one) plantation and 1 (one) processing take at least 18 (eighteen) man-days.

(3) In the event of an addition to such man-days as referred to in section (2), ISPO CB must have to inform the applicant along with the reasons of addition.

Part Five
Decision Making and Issuance of Certificate

Article 22

(1) Based on the results of audit starting from the application up to the report of phase 1 (one) audit and phase 2 (two) audit results as referred to in Article 16 to Article 19, ISPO CB conduct a decision making of not later than 1 (one) month after the auditing process finishes and is stated as complete.

(2) ISPO CB in doing such decision making as referred to in section (1) is based on:
   a. the clear and transparent mechanism; and
   b. human resources without conflict of interest.

(3) Decision making as referred to in section (1) takes the form of:
   a. the issuance of ISPO certificate; or
   b. a refusal to the issuance of ISPO certificate.

(4) Decision on issuing an ISPO certificate as referred to in section (3) point a is followed-up by the issuance of ISPO certificate.

(5) Decision on issuing an ISPO certificate as referred to in section (4) is published on ISPO CB's website not later than 30 (thirty) days after ISPO certificate decision.

(6) In the event that ISPO CB refuses to issue the ISPO certificate as referred to in section (3) point b, the application is returned to the applicant along with the reasons of refusal.

(7) ISPO CB is obligated to report the certificate issued as referred to in section (4) to the Minister.

Article 23

(1) The ISPO certificate as referred to in Article 22 section (4) is valid for 5 (five) years.

(2) ISPO certificates that have expired for a period of time are required to be renewed.

(3) The renewal as referred to in section (1) is carried out by the

Business Actor by submitting an application for recertification not later than 6 (six) months prior to the expiration of validity period of the ISPO certificate.

(4) The recertification is carried out through Stage 1 (one) and stage 2 (two) audits in accordance with the initial certification process.

(5) If there are no significant changes that affect the fulfillment of the ISPO principles and criteria, the same ISPO CB can immediately conduct a stage 2 (two) audit.

(6) The significant changes as referred to in section (5) are in the form of changes in permit documents, plantation area and/or processing unit capacity.

(7) The audit time for recertification is 0.8 man-days of initial certification.

(8) The decision to recertify is determined before the expiration of validity period of the ISPO certificate and a maximum of 4 (four) months from the last day of the stage 2 (two) audit.

Article 24

The ISPO certificate at least informs about:

a. name and address of Business Actor;
b. location, site coordinate points, plantation area, productivity and total production of the certified unit;
c. ISPO certificate registration number;
d. name and address of the ISPO CB;
e. issuance date and expiration date of the ISPO certificate;
f. KAN's logo and the ISPO CB accreditation number;
g. supply chain model; and
h. ISPO logo.

Article 25

(1) In issuing an ISPO certificate, the ISPO CB must bear the ISPO logo.

(2) Business actors that have obtained an ISPO certificate have the right to use the ISPO logo.

(3) The ISPO logo as referred to in section (1) is the identity of the ISPO certified product.

(4) The ISPO logo as referred in section (2) can be printed on plantations, processing units, and/or Oil Palm Plantation Products.

(5) Further provisions regarding the designation and inclusion of the ISPO logo are stipulated by the Director General.

Article 26

Plantation Companies and Smallholder that have obtained an ISPO certificate are obligated to maintain and apply the ISPO principles and criteria as referred to in Article 3, Article 4 and Article 5 consistently.

Article 27

Plantation Companies and Smallholder reports the results of ISPO Certification to the office in charge of plantations in the province and district/city.

Part Six

Supply Chain Assessment

Article 28

(1) ISPO CB conducts a supply chain assessment in order to ensure traceability of raw materials for fresh fruit bunches (FFBs) which are processed into Crude Palm Oil, Palm Kernel Oil and by-products.

(2) The assessment as referred to in section (1) is carried out by the ISPO CB based on the procedures for applying the ISPO Certification and the ISPO principles and criteria for the Company as referred to in Article 3 and Article 4.

Article 29

(1) The traceability guarantee for the supply chain of oil palm products as referred to in Article 28 is carried out for the scope of plantation, palm oil processing and bulking.

(2) This supply chain tracing is carried out using the supply chain model of segregation and mass balance.

Article 30

(1) The supply chain model for segregation as referred to in Article 29 section (2) requires that the raw material for fresh fruit bunches (FFBs) be 100% (one hundred percent) ISPO certified.

(2) The mass balance model as referred to in Article 29 section (2) requires that the raw material for fresh fruit bunches is at least 30% (thirty percent) ISPO certified for:
   a. first surveillance and an increase in the following year for plantation business integrated with processing units;
   b. in the first cycle of ISPO certification for the plantation product processing unit business by increasing a percentage in every year.

(3) The plantation companies implementing supply chain traceability guarantees for oil palm products as referred to in Article 28 can choose a supply chain model according to their needs.

Part Seven

Surveillance by the ISPO CB

Article 31

(1) Oil Palm Plantation Businesses that have obtained the ISPO certificate as referred to in Article 22 section (4) are obligated to be subject to surveillance by the ISPO CB issuing the certificate within the certification cycle period.

(2) The first surveillance is carried out from 9 (nine) months to 12 (twelve) months from the date of the certification decision.

(3) Subsequent surveillance is carried out annually at the latest 1 (one) year from the previous surveillance.

(4) In the event of any obstacles in implementing surveillance as referred to in section (2), an extension of surveillance period is given not later than 3 (three) months after the previous certification decision.

(5) The extension of period as referred to in section (3) is reported to the Minister and KAN.

Article 32

(1) If there is a non-conformity in the surveillance, the corrective actions must be completed within a maximum period of 3 (three) months from the closing meeting of surveillance.
(2) The decision on the result of surveillance as referred to in section (1) in the form of maintenance, suspension, cancellation or termination of the ISPO certificate.
(3) If the Business actor has obtained a decision to suspend as referred to in section (2), it will be given a time to take corrective actions not later than 6 (six) months before the decision to terminate or cancel the ISPO certificate is given.
(4) The ISPO CB is obligated to report the suspended certificate as referred to in section (3) to the Minister.

Article 33

The sample size for surveillance was $0.6\sqrt{y}$ and rounded up, and was taken from plantations that had not been assessed in the initial certification.

Part Eight
Dispute Resolution Team

Article 34

If within the process or determination of ISPO Certification there is dissatisfaction, the applicant can submit:

a. complaints to the ISPO CB; and
b. appeal to the ISPO Committee.

Article 35

(1) The complaints as referred to in Article 34 point a may be filed by:
    a. independent monitoring;

b. Business Actor; or

c. affected communities.

(2) The complaints as referred to in section (1) is submitted to the ISPO CB by attaching the required documents in the form of:

a. complaints made in writing and signed by the claimant or their attorney;

b. supporting documents; and

c. proposed ways of solving the problem.

Article 36

(1) In resolving complaints as referred to in Article 35, ISPO CB forms a team of complaint resolution.

(2) The complaint resolution team as referred to in section (1) consisting of 3 (three) members with following elements:

a. 2 (two) persons from ISPO CB; and

b. 1 (one) person from expert.

(3) The team members as referred to in section (1), may not have a relationship with the party who filed the complaint and have no interest in resolving the complaint.

(4) The complaint resolution team must resolve the complaint not later than 20 (twenty) days since the receipt of the complaint resolution requested.

(5) The complaint handling mechanism can be access by the public.

Article 37

(1) The applicant as referred to in Article 35 section (1) who is not satisfied with the decision of the complaint resolution team can submit an appeal to the ISPO Committee.

(2) The ISPO Committee as referred to in section (1) establish an appeal committee consisting of 3 (three) members with following elements:

a. 2 (two) persons from ISPO Committee members; and

b. 1 (one) person from expert.

(3) The Committee members as referred to in section (2) may not have any relationship with the party submitting the

appeal request and have no interest in the settlement of appeal.

(4) The appeal committee must settle the appeal request within 20 (twenty) days since receipt of appeal petition.

(5) The decision of the appeal committee is final and binding.

(6) The mechanism for handling appeals can be accessed by the public.

Article 38

(1) The ISPO CB is obligated to report the settlement of complaints and appeals as referred to in Article 36 section (4) and Article 37 section (4) to the Minister.

(2) During the process of complaint or appeal resolution, the ISPO certificate that has been issued remains valid.

Article 39

ISPO CB in submitting reports in the form of:

a. certificate issued as referred to in Article 22 section (5);

b. certificate that is suspended as referred to in Article 32 section (4); and

c. settlement of applications as concern in complaints and appeals as referred to in Article 38 section (1), according to the format as contained in Annex III as an integral part of this Ministerial Regulation.

Part Nine

Special Audit and ISPO Certificate Transfer

Paragraph One

Special Audit

Article 40

(1) A special audit is a field audit which is conduct outside the regular audit schedule and the mechanism is determined by the ISPO CB.

(2) The special audit as referred to in section (1) is conduct due to:

a. there is a request for expansion of ISPO Certification scope by the Business actor;
b. complaints/appeals follow-up; or
c. change in management and/or ownership.

(3) The special audit due to an application for expansion of ISPO Certification scope by Business actor as referred to in section (2) point a can be carried out simultaneously with the surveillance.

(4) The special audit due to the complaints/appeals follow-up as referred to in section (2) point b is carried out by verifying the complaints/appeals based on requests by independent Observers, Business actor, or affected communities.

(5) The Special audits due to changes in management and/or ownership as referred to in section (2) point c is carried out by verifying data on changes in management and/or ownership of the Company.

Paragraph Two
ISPO Certificate Transfer

Article 41

(1) A valid ISPO certificate can be transferred to another ISPO CB if:
a. there is an application of ISPO certificate holder;
b. the ISPO CB accreditation is terminated by KAN; or
c. the ISPO CB accreditation is expired.

(2) The Application for the ISPO certificate holder as referred to in section (1) point a can be conducted:
a. after a period of 1 (one) certification cycle; and
b. based on the provisions regarding unfair competition.

Article 42

The procedure for transferring a certificate based on the application of ISPO certificate holder as referred to in Article 41 section (1) point a includes:

a. the applicant submits a transfer application of the ISPO

certificate to the choosen ISPO CB with a copy to the ISPO Committee and KAN;

b. the receiving ISPO CB in transfer of the ISPO certificate coordinates with the ISPO CB issuing the ISPO certificate to verify the transfer application for the ISPO certificate;
c. verification in the transfer of the ISPO certificate is carried out in the form of document review and field observation;
d. ensures that the ISPO Certification has been subjected to document review, the receiving ISPO CB must conduct a field survey of the stage 1 (one) audit and stage phase 2 (two) audit of the ISPO certificate holder;
e. If there are non-conformity of the ISPO principles and criteria:
    1. The ISPO CB issuing the certificate must close the non-conformity before the certificate is transferred; or
    2. The receiving ISPO CB must ensure that the non-conformity is closed;
f. Upon conformance with ISPO principles and criteria, the receiving ISPO CB issues the certificate; and
g. The certificate that has been issued as referred to in point f is subject to surveillance in accordance with the previous ISPO Certification surveillance schedule.

Article 43

The procedure for transferring certificate if ISPO CB accreditation is revoked by KAN as referred to in Article 41 section (1) point b includes:

a. The ISPO CB which accreditation is terminated is obligated to transfer the ISPO certificate;
b. The transfer of certificates as referred to in point a is given to accredited and registered ISPO CB at the ISPO Committee;
c. The transfer of certificate as referred to in point b under approval of ISPO Certificate holder and the ISPO CB receiving ISPO certificate;
d. The ISPO CB receiving ISPO certificate transfer coordinates with the ISPO CB issuing ISPO certificate to verify the

certificate transfer request;

e. ensure that the certification has been subjected to a document review, the receiving ISPO CB must conduct a field review of stage 1 (one) Audit and stage 2 (two) audit of the ISPO certificate holder;

f. If there are non-conformity of the ISPO principles and criteria:
   1. The ISPO CB issuing the certificate must close the certificate before the certificate is transferred; or
   2. The receiving ISPO CB must ensure that the non-conformity is closed;

g. Upon conformance, the receiving ISPO CB issues the certificate; and

h. The certificates that have been issued as referred to in point g is subject to surveillance according to the previous ISPO Certification surveillance schedule.

Article 44

The procedure for transferring the certificate due to the expiry period of ISPO CB accreditation, as referred to in Article 41 section (1) point c includes:

a. ISPO CB that has an expired accreditation and have not renewed their accreditation is obligated to transfer the ISPO certificate that has been issued to an accredited and registered ISPO CB at the ISPO Committee, under approval of the ISPO certificate holder and the ISPO CB receiving the ISPO certificate;

b. the transfer of ISPO certificate as referred to in point a can only be done within a maximum period of 40 (forty) commenced from the expiration of the accreditation period;

c. the ISPO CB receiving the certificate transfer coordinates with the ISPO CB issuing the ISPO certificate to review the certificate transfer application;

d. Verification in certificate transfer is carried out in the form of document and field review;

e. to ensure that the certification has been subjected to a document review, the receiving ISPO CB must conduct a

field review of the stage 1 (one) Audit and stage 2 (two) audit of the ISPO certificate holder;

f. If there are non-conformity of the ISPO principles and criteria:
   1. The ISPO CB issuing certificate must close the certificate, before the certificate is transferred; or
   2. The ISPO CB receiving certificate must ensure that the non-conformity is closed;

g. Upon conformance, the receiving ISPO CB issues the certificate following the rules for normal certification decisions; and

h. The certificate that has been issued as referred to in section (7) is subject to surveillance in accordance with the previous ISPO Certification surveillance schedule.

Article 45

(1) The transfer of ISPO certificate as referred to in Article 41 is required to be reported in writing by the Business actor to the ISPO Committee with a copy to KAN.

(2) The report as referred to in section (1) is attached by a document in the form of a copy of agreement with the ISPO CB receiving the certificate transfer within a maximum period of 6 (six) days from the date of signing the contract.

(3) The receiving ISPO CB publishes the decision of certificate transfer on the ISPO CB website and ISPO Committee website within a maximum period of 7 (seven) days from the signing of contract.

(4) KAN verifies the compliance of ISPO certificate transfer process during assessment towards ISPO CB.

Article 46

(1) The suspended ISPO certificate cannot be transferred to another ISPO CB.

(2) The ISPO certificate transfer fee upon the request of the ISPO certificate holder is borne by the ISPO certificate holder.

(3) The ISPO certificate transfer fee due to the termination or

expiration of the ISPO CB accreditation is borne by the ISPO CB.

Part Ten
ISPO CB Auditor

Article 47

(1) ISPO CB auditor is obligated to meet the following general requirements:
   a. has the skills to conduct audits based on SNI ISO 19011: 2018;
   b. has certain specific technical capabilities in accordance with the function of audit field to be carried out including making the necessary technical considerations;
   c. independent, has no financial, ownership, service, consulting and/or employment relations for at least 24 (twenty-four) months with the audited Business actor; and
   d. has an ISPO training certificate; and
   e. has a certificate of competence as an ISPO auditor issued by a Professional Certification Body, which is validated not later than 1 (one) year since this Ministerial Regulation is promulgated.

(2) In addition to the general requirements as referred to in section (1), the ISPO CB auditor are required to meet specific requirements:
   a. minimum Diploma III in engineering/science or Diploma III in addition to engineering/science by following technical training on legality, cultivation, processing, environment and OSH, social and economic aspects;
   b. has working experience related to one of the ISPO Principles and Criteria for 2 (two) years for D3 engineering/science and 1 (one) year for S1 engineering/science;
   c. understands the basic principles of ISO 9001 on

Quality Management Systems, ISO 14001 on Environmental Management Systems, ISO 45001 on Occupational Health and Safety Management Systems; and

d. has audit experience for 4 (four) times or 20 (twenty) work days of a complete audit which includes planning, auditing, and reporting in the last 3 (three) years, at least 1 (one) time including an ISPO audit apprentice.

Article 48

(1) ISPO CB lead auditor is obligated to meet the following requirements:
   a. meets ISPO CB auditor requirements;
   b. has a lead auditor training certificate;
   c. has additional audit experience after the level of auditor at least 3 (three) times or 15 (fifteen) work days of the complete audit of ISPO phase 2 (two) or surveillance to the 3 (three) different plantation business actor in the last 3 (three) years;
   d. understands the basic principles of ISO 9001 on Quality Management Systems, ISO 14001 on Environmental Management Systems, ISO 45001 on Occupational Health and Safety Management Systems;
   e. acts as audit team leader of ISPO CB under the supervision of at least 1 (one) time out of 3 times of additional audits after the level of auditor, with the type of audit being conducted is the initial certification audit or recertification audit; and
   f. constitutes the internal auditor of ISPO CB.

(2) The ISPO CB audit team must collectively meet the requirements of having the knowledge and ability to assess compliance ISPO principles and criteria of legality, cultivation, processing, environment and OSH, as well as social and economic conditions.

(3) In the event that the requirements as referred to in section (2) cannot be fulfilled, technical experts may be employed.

CHAPTER IV
DEVELOPMENT AND SUPERVISION
TO THE IMPLEMENTATION OF ISPO CERTIFICATION

Article 49

(1) Minister, governor, and regent/mayor carry out development in the form of:
   a. facilitation; and/or
   b. training and assistance.

(2) The facilitation as referred to in section (1) is carried out to Business actor, ISPO CB, and independent observer in the form of:
   a. dissemination and workshop;
   b. data collecting of Business Actor; and/or
   c. access to assistance and finance for Smallholder.

(3) The dissemination and workshop as referred to in section (2) point a is implemented at least 1 (one) time a year by the Director General, Head of Provincial Service, and Head of Office of /regency/municipality in the field of plantation.

(4) The collecting data of Business Actor as referred to in section (2) point b is implemented at least 1 (one) time a year by the Head of Provincial Office and Head of Office of regency/municipality.

(5) The access to assistance and finance as referred to in section (2) point c is prioritized to Smallholder that has ISPO certificate.

(6) Training and assistance as referred to in section (1) point b is carried out to Business actor in the framework of fulfillment of ISPO principle and criteria.

(7) The training and assistance as referred to in section (6) may engage the participation of Plantation Company, training agency, consultant agency, and the community.

(8) The consultant agency and training agency as referred to in section (7) is appointed by the Director General.

Article 50

(1) Minister, governor, and regent/mayor carry out supervision to the implementation of ISPO Certification.

(2) The implementation of supervision to the holder of ISPO certificate as referred to in section (1) is carried out by the Director General, Head of Provincial Service, and Head of Office of regency/municipality in the ~~filed~~ field of the plantation.

CHAPTER V

FEE FOR ISPO CERTIFICATION AND FUNDING FACILITATION

Article 51

(1) Group of Smallholder, hereinafter referred to as Poktan, is a group of Palm Oil Smallholder that is established based on similarity of interest; similarity of social, economic and resource environment condition; similarity of commodity; and intimacy to improve as well as develop business of members.

(2) Joint Smallholders' Group, hereinafter referred to as Gapoktan, is ensemble of several Poktan joining and cooperating to improve the economic scale and business efficiency.

(3) Cooperative is a business entity that has individuals or cooperative legal entity as member by grounding its activities based on the principles of cooperative as well as rural economic movement that is based on the principle of kinship.

Article 52

Fee for ISPO Certification that is applied for by Plantation Company is charged to the respective Plantation Company.

Article 53

(1) Smallholder may apply for fee assistance for ISPO Certification.

(2) Fee for ISPO Certification that is requested by Smallholder

as referred to in section (1) in group originates from:

a. State Budget (APBN);
b. Local Budget (APBD); and/or
c. other legitimate sources in accordance with the provisions of legislation.

(3) The funding as referred to in section (1) may be in the form of:

a. training;
b. assistance for the fulfillment of ISPO principle and criteria; and/or
c. initial ISPO certificate.

(4) Fee for surveillance and re-certification of ISPO is charged to Smallholder.

(5) The training as referred to in section (3) point a, is implemented by business entity and/or legal entity of training or cooperate with training agency that is recognized by the ISPO Committee or unit of government in the field of training.

(6) The assistance as referred to in section (3) point b is implemented by the regional Office of /regency/municipality or province, assisting officer, regional facilitator, and /or extension.

(7) The initial ISPO Certification as referred to in section (3) point c is prioritized for Smallholder in group with an area of plantation between 500 (five hundred) hectares up to 1.000 (one thousand) hectares.

Article 54

(1) In the event that the submission of financing for ISPO Certification uses APBN, Poktan, Gapoktan, cooperative or other economic institution of Smallholder submits proposal for ISPO Certification to the Head of Office of regency/municipality.

(2) Head of Office of regency/municipality carries out verification of requirements as referred to in Article 11 and Article 12.

(3) If the result of verification of requirements as referred to in section (2):
   a. meets the requirements; it is delivered to the Head of Provincial Service; or
   b. does not meet the requirements, it is returned to the applicant.

(4) Head of Provincial Service carries out verification of proposal as referred to in section (3) point a.

(5) If the result of Verification of proposal as referred to in section (4):
   a. meets the requirements, it is delivered to the Director General; or
   b. does not meet the requirements, it is returned to the Head of Office of regency/municipality.

(6) Directorate General carries out verification of proposal as referred to in section (5) in consideration of the fund availability in APBN.

(7) If the fund in APBN is available, the financing process of ISPO Certification is carried out in accordance with legislation in the field of state finance.

Article 55

(1) In the event that the submission for financing of ISPO Certification uses APBD of Province, Poktan, Gapoktan, cooperative or other economic institution of Smallholder submit proposal for ISPO Certification to the Head of Office of regency/municipality.

(2) Head of Office of regency/ municipality carries out verification of requirements as referred to in Article 11 and Article 12.

(3) If the result of verification of requirements as referred to in section (2):
   a. meets the requirements, it is delivered to the Head of Provincial Service; or
   b. does not meet the requirements, it is returned to the applicant.

(4) Head of Provincial Service carries out verification of proposal as referred to in section (3) point a.

(5) Head of Provincial Service carries out verification of proposal as referred to in section (4) in consideration of the fund availability in APBD of province.

(6) If the fund in APBD of province is available, the financing process of ISPO Certification is carried out in accordance with legislation in the field of state finance.

Article 56

(1) In the event that the submission for financing of ISPO Certification uses APBD of regency/municipality, Poktan, Gapoktan, cooperative or other economic institution of Smallholder submit proposal for ISPO Certification to the Head of Office of /regency/municipality.

(2) Head of Office of regency/municipality carries out the verification of requirements as referred to in Article 11 and Article 12.

(3) Head of Office of regency/ municipality carries out verification of proposal as referred to in section (3) in consideration of the fund availability in APBD of regency/municipality.

(4) If the fund in APBD of Province is available, the financing process of ISPO Certification is carried out in accordance with legislation in the field of state finance.

Article 57

In the event that the submission for financing of ISPO Certification uses other legitimate sources in accordance with the provisions of legislation, Poktan, Gapoktan, cooperative or other economic institution of Smallholder submit proposal for ISPO Certification to the fund provider in accordance with the mechanism in accordance with the provisions of legislation.

CHAPTER VI
ADMINISTRATIVE SANCTION

Article 58

(1) Minister imposes administrative sanction to the Plantation Company that does not have ISPO certificate as referred to in Article 22 section (4) in the form of:
   a. written reprimand;
   b. temporary suspension; or
   c. termination of business permit.

(2) The written reprimand as referred to in section (1) point a is provided as much as 1 (one) time within a grace period of 6 (six) months to carry out improvement.

(3) If the reprimand as referred to in section (2) is not implemented, then it is subject to administrative sanction in the form of temporary suspension of plantation business for 6 (six) months as of the decision of temporary suspension of plantation business is submitted.

(4) If within the period as referred to in section (3), Plantation Company does not have ISPO certificate, then it is subject to administrative sanction in the form of termination of business permit to the permit authorization in accordance with the authority.

Article 59

(1) Minister imposes administrative sanction to ISPO CB that does not submit periodic report once every 3 (three) months to the Minister as referred to in Article 22 section (7), Article 32 section (4) and/or Article 38 section (1), in the form of:
   a. written reprimand; or
   b. the ISPO CB will be removal from the list in the ministry that conduct of governmental affairs in the field of plantation.

(2) The written reprimand as referred to in section (1) is provided as many as 2 (two) times within a grace period of 1 (one) month.

(3) If the second written reprimand as referred to in section (2)

is not fulfilled, ISPO CB is subject to administrative sanction in the form of removal from the list in the ministry that conduct of governmental affairs in the field of plantation.

Article 60

(1) Minister imposes administrative sanction to ISPO CB that does not carry out surveillance as referred to in Article 31 section (1) is provided administrative sanction in the form of:
   a. written reprimand; or
   b. removal from the list of ISPO CB at the Ministry of Agriculture.
(2) The written reprimand as referred to in section (1) is provided 2 (two) times within a grace period of 2 (two) months to carry out surveillance.
(3) If the second written reprimand as referred to in section (2) is not fulfilled, ISPO CB is subject to administrative sanction in the form of removal from the list in the ministry that conduct of governmental affairs in the field of plantation.
(4) ISPO CB that is removed from the list of ISPO CB as referred to in section (3) is proposed to KAN to have its accreditation terminated.

Article 61

(1) Minister imposes administrative sanction to Business actor as owner of ISPO certificate that does not implement the principle and criteria of ISPO as referred to in Article 26 in the form of:
   a. written reprimand;
   b. suspension of ISPO certificate; or
   c. termination of ISPO certificate.
(2) The written reprimand as referred to in section (1) is provided as much as 2 (two) times within a grace period of 2 (two) months to make improvements.
(3) If the second written admonition as referred to in section (2)

is not fulfilled, then it is subject to administrative sanction in the form of suspend of ISPO certificate for 6 (six) months as of the date of notification of suspend of ISPO certificate.

(4) If within a period of 6 (six) months as referred to in section (3) there is no improvement, then it is subject to administrative sanction in the form of termination of ISPO certificate.

CHAPTER VII
CLOSING PROVISIONS

Article 62

(1) Provision regarding ISPO Certification that is mandatory for Smallholder as referred to in Article 3 section (3) comes into force 5 (five) years as of the promulgation of this Ministerial Regulation.

(2) The provisions regarding assessment of supply chain as referred to in Article 28 comes into force of 5 (five) years as of the promulgation of this Ministerial Regulation.

Article 63

At the time this Ministerial Regulation comes into force, Regulation of the Minister of Agriculture Number 11/PERMENTAN/OT.140/3/2015 on Indonesian Sustainable Palm Oil Certification System is repealed and declared ineffective.

Article 64

This Regulation of the Minister comes into force on the date of its promulgation.

In order that every person may know hereof, it is ordered to promulgate this Ministerial Regulation in the State Bulletin of the Republic of Indonesia.

Issued in Jakarta
on 16 November 2020

MINISTER OF AGRICULTURE
OF THE REPUBLIC OF INDONESIA,

signed

SYAHRUL YASIN LIMPO

Promulgated in Jakarta
on 24 November 2020

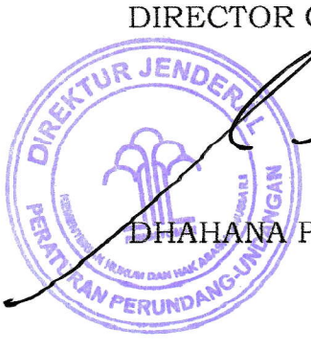
DIRECTOR GENERAL OF LEGISLATION
OF THE MINISTRY OF LAW AND HUMAN RIGHTS
OF THE REPUBLIC OF INDONESIA,

signed

WIDODO EKATJAHJANA

STATE BULLETIN OF THE REPUBLIC OF INDONESIA NUMBER 1377 OF 2020

Jakarta, 13 December 2022
Has been translated as an Official Translation
on behalf of Minister of Law and Human Rights
of the Republic of Indonesia
DIRECTOR GENERAL OF LEGISLATION AD INTERIM,



DHAHANA PUTRA

ANNEX I TO

REGULATION OF THE MINISTER OF AGRICULTURE OF THE REPUBLIC OF INDONESIA

NUMBER 38 OF 2020

ON

INDONESIAN SUSTAINABLE PALM OIL PLANTATION CERTIFICATION

PRINCIPLES AND CRITERIA OF INDONESIAN SUSTAINABLE PALM OIL (ISPO) PLANTATION FOR:

(I) PLANTATION COMPANY CARRYING OUT PLANTATION BUSINESS AND INTEGRATED WITH PLANTATION PRODUCTS PROCESSING INDUSTRIAL BUSINESS

(B) PLANTATION COMPANY CARRYING OUT PLANTATION BUSINESS

(P) PLANTATION COMPANY CARRYING OUT PLANTATION PRODUCTS PROCESSING INDUSTRIAL BUSINESS

NO	PRINCIPLES	CRITERIA	INDICATOR	VERIFIER	WEIGHT OF VERIFIER		VERIFICATION METHOD			ASSESSMENT NORMS
					Mandatory	Improvement	Document Review	Interview	Observation	
1.	**COMPLIANCE WITH PLANTATION BUSINESS LEGALITY**	**1.1 Legality of Land**								
		1.1.1 Location Permit Plantation Business actor has Location Permit that is issued by the Regent/Mayor/Governor/ competent Official and furnished with map scale of 1:100.000 or 1:50.000 in accordance with District Spatial Plan (RTWK)/Provincial Spatial Plan (RTRWP)	1. Has Location Permit that is issued by the Regent/Mayor/Governor /competent Official and furnished with map scale of 1:100.000 or 1:50.000.	1. Availability of document of Location Permit and/or its extension must be shown (to acquisition of plantation that is open after Year 1993).	√		√			**Compliant** If having valid documents **Non-compliant** If not having valid documents

		prior to be able to implement its activities. **(I, B, P)**								
				2. Availability of Location Permit that is issued by the competent institution in accordance with the legislation.	√		√	√		
				3. Availability of map of Location Permit with a scale of 1:50.000 or 1:100.000 for Location Permit after Year 1993 or with other scale.	√		√			
			2. Land that can be appointed in the Location Permit is land in which the allocation	Land in the Location Permit is in accordance with the Spatial Planning (RTRW) at	√		√	√		**Compliant** If the land is in accordance with RTRW

			is in accordance with the Spatial Planning.	the time the Location Permit is issued.						**Non-compliant** If the land is not in accordance with RTRW.
			3. Holder of Location Permit is obligated to release the land from the rights and interests of other party in accordance with legislation.	Availability of documentation of land release at the time the Location Permit is in force.	√		√			**Compliant** If having legitimate documents. **Non-compliant** If not having legitimate documents
		1.1.2 Land Acquisition Plantation land that originates from convertible production forest area is obligated to have Permit for Release of Forest Area from	1. Plantation land that originates from convertible production forest area is obligated to have Permit for Release of Forest Area from KLHK or BKPM.	Availability of Permit for Release of Forest Area from the relevant Agency for land originating from convertible forest area.	√		√	√		**Compliant** If having legitimate documents **Non-compliant** If not having legitimate

		Ministry of Environment and Forestry (KLHK) or Indonesian Investment Coordinating Board (BKPM). **(I, B, P)**								documents
			2. Plantation land that originates from Production Forest Area and Limited Production Forest is obligated to have Principle Approval Letter for Forest Area Exchange.	1. Availability of Designation Letter of Forest Area Originating from Substitute Land for land that originates from Production Forest and Limited Production Forest areas.	√		√	√		**Compliant** If having legitimate documents on the origin of community land **Non-compliant** If not having legitimate documents on the origin of community land
				2. Availability of Release Letter of the Requested Forest Area for land that originates from Production Forest Area and Limited						

				Production Forest.						
				3. Substitute land of forest area set forth become part of the forest area exchange, must be free from land disputes.						
			3. Plantation land that originates from community land of traditional law community is obligated to be acquired based on deliberation and approval with full information without coercion from the traditional law community of community law holder	1. Availability of agreement through Free Prior Inform Consent (FPIC)	√		√			**Compliant** If having legitimate documents on the origin of community land **Non-compliant** If not having legitimate documents on the origin of community land
				2. The agreement and follow-up is supervised by Government.	√		√			
				3. Document showing that plantation land does not originate from communal land as long as the existence is recognized by the	√		√			

			regarding the handover of land and the reward in accordance with legislation.	applicable legislation.						
		1.1.3 Land Rights Has a Land Right (Right to Cultivate (HGU), Right to Build (HGB) and/or Right to Use (HP)) in accordance with applicable legislation. (I, B, P)	1. Has a legal right to land (HGU, HGB, Right to Use) with an area in accordance with legislation in the land sector.	1. Land Rights Certificates (HGU, HGB, HP) are available.	√		√	√		**Compliant** If having a valid HGU document in accordance with the area of plantation being managed
				2. There is a Decision on Land Rights from the relevant agencies.	√		√			
				3. The suitability of the names of holders of Land Rights (HGU, HGB, and/or Right to Use)	√		√			**Non-compliant** If the plantation does not have a valid HGU certificate with

				with the names of plantation Business actors, with due observance of the time frame for adjusting the name of Land Rights in the event of a transfer of company ownership.						an area suitable for management, or has a HGU document, but the area of plantation managed does not match with the area stated in the HGU document.
				4. Suitability of land use and/or utilization type (commodity of plantation business), Land Rights (HGU, HGB, and/or HP) under decision to grant rights.	√		√			
				5. Suitability of location and area operations existing in the HGU area.	√		√		√	

				6. The validity period of Land Rights (HGU, HGB, and/or HP) at the time of submission.	√		√			
			2. Has documentary evidence on land acquisition that has been carried out in the HGU area.	1. Planting and Growth Compensation documentation (GRTT) is available in accordance with the applicable legislation.	√	√	√			**Compliant** If having land acquisition documents **Non-compliant** If not having land acquisition documents
				2. Document on Minutes of Field Inspection and Minutes of Committee A and B Sessions are available						
			3. Maintenance of HGU boundaries.	1. There is a Land Parcels Map (Cadastral) determined by the competent authority in accordance	√					**Compliant** If having a HGU boundary map document

				with Land Rights (HGU, HGB, HP)						**Non-compliant** If not having a HGU boundary map document
				2. There is a record of the number and presence of HGU boundary pillars in accordance with the Land Parcels Map (Cadastral).		√				
				3. There is a mechanism for maintaining the boundary pillars of HGU/HGB and/or HP		√			√	
				4. There are documents/records for monitoring the maintenance of HGU boundaries.		√				
				5. There are officers		√				

				assigned to monitor the maintenance of HGU/HGB/HP boundaries.						
		1.1.4 **Land Dispute** Plantation Business actor is obligated to settle land dispute existed in its area in accordance with legislation. **(I,B,P)**	1. Plantation Business actor is obligated to settle land dispute existed in its area in accordance with the applicable regulations.	If there is land dispute: 1. Availability of result of identification of dispute area in the entire operational area located in HGU.	√		√			**Compliant** If having complete document on land dispute
				2. Availability of land map in dispute.	√		√	√		**Non-compliant** If not having complete document on land dispute
				3. Availability of report on dispute settlement process, has been reported to the relevant agency and there is receipt.	√		√	√		
			2. Plantation Business actor must be able to	Availability of document on dispute	√		√	√		**Compliant** If having

			prove that the settlement of land dispute existed in its area has been agreed upon.	settlement process (by deliberation, if it cannot be settled thus it is settled by legal process).						document on dispute settlement **Non-compliant** If not having document on dispute settlement
		1.1.5 **Abandoned Land** Plantation Business actor must utilize right to land in accordance with its allocation. **(I,B,P)**	Plantation Business actor must ensure the utilization of HGU land in accordance with its allocation.	1. Availability of result of identification on utilization of land that has not been in accordance with its allocation.	√		√	√	√	**Compliant** If having document on abandoned land **Non-compliant**
				2. Availability of document of report on use and utilization of land in accordance with the decision on grant of	√				√	If not having document on abandoned land

				right to land that is submitted to the relevant agency.						
		1.1.6 Land Overlapping with Other Business Plantation Business actor has an agreement for the land overlapping with other business in accordance with legislation. **(I,B,P)**	Availability of written agreement between holder of right to land with other business	1. Availability of agreement document that includes: location, total area, period, especially for mining business permit that is issued after the plantation location permit.	√		√	√		**Compliant** If having document on settlement of land overlapping **Non-compliant** If not having document on settlement of land overlapping
				2. Business actor identifies the overlapping area with license for utilization of timber from plantation forest (IUPHHK-HT) and/or license for utilization of timber in	√		√	√		

				natural forest (IUPHHK-HA) and reports it to the grantor of permit.						
		1.2 Legality of Plantation Business								
		1.2.1 Form of Legal Entity Plantation Business actor must be in the form of Legal Entity and has all permits necessary to be recognized as business that has legal entity basis. **(I,B,P)**	1. Plantation Business actor must be a Legal Entity	1. Availability of document on Deed of Establishment that is validated by the relevant government agency and in accordance with the name of plantation organization. Business line and type of ownership of Plantation Business actor (Foreign Investor (PMA) or Local) in accordance with the business being	√		√			**Compliant** If having document on incorporation of Plantation Business actor **Non-compliant** If not having document on incorporation of Plantation Business actor

				run at present.						
				2. Availability of Deed of the latest amendment that is validated by the relevant government agency and in accordance with the name of plantation organization.	√		√			
			2. Has Taxpayer Number (NPWP) that is appropriate with the location of the domicile of Plantation Business actor, Registration Certificate of Plantation Business actor (TDP) and Business Place Permit (SITU) and Trade Business Permit	1. Availability of Taxpayer Identification Number (NPWP) that is in accordance with the taxpayer object.	√		√			**Compliant** If having document on NPWP, TDP, SITU, SIUP **Non-compliant** If not having document on NPWP, TDP, SITU, SIUP
				2. Availability of valid Registration Certificate of Plantation Business actor (TDP) and validated by the relevant agency.	√		√			

			(SIUP).	3. Availability of valid Business Place Permit (SITU) and validated by the relevant agency.	√		√			
				4. Availability of valid Trade Business Permit (SIUP) in accordance with the business being run and validated by the relevant agency.	√		√			
			3. All buildings with minimum category of semi-permanent, is obligated to have Building Construction Permit (IMB) that is in accordance with the valid Perda (Regional Regulation).	Availability of Building Construction Permit (IMB) for building (permanent/semi-permanent house, mill in HGU, office, warehouse, workshop, etc.) that is obtained from the local government agency.	√		√			**Compliant** If having IMB **Non-compliant** If not having IMB

			4. POM building and the facility that is located outside HGU has Certificate of Right to Use of Building that is issued by the National Land Agency (BPN)	1. Availability of document on Right to Use of Building (HGB) for building that is located outside HGU.	√		√			**Compliant** If having HGB **Non-compliant** If not having HGB
				2. Availability of Decision of Right to Use of Building (Decision Letter from Head of BPN) must be shown.	√		√			
				3. Conformity of name of holder of Right to Use of Building (HGB) with the name of certification unit.	√		√			
				4. Conformity of type of use or utilization of building (HGB) with the decision on	√		√		√	

				provision of right.						
				5. Location of building is located within the Right to Use of Building (HGB).	√		√			
				6. Validity period of Right to Use of Land (HGU, HGB, HP) at the time of application.	√		√			
			5. Pay Land and Building Tax (PBB) every year, PPH and PPN in accordance with the applicable provisions. Report the SPT of Tax that is in accordance with the local Perda.	1. Availability of proof of payment/deposit of Land and Building Tax (PBB) for the last 1 (one) year.	√		√			**Compliant** If having PBB, PPh, PPN **Non-compliant** If not having PBB, PPh, PPN
				2. Availability of proof of payment/deposit of Income Tax (PPh) for the last 3 (three) months and Value Added Tax (PPN) for	√		√			

				the last 1 (one) year.						
				3. Availability of proof of report on Tax Return (SPT) to the relevant agency.	√		√			
		1.2.2 Environmental Permit Has legality requirements related to the environment prior to implement the activities. **(I,B,P)**	Has Environmental Permit that is issued by the competent official in accordance with legislation.	Availability of Environmental Permit that is obtained from the competent official, and in accordance with the name of Plantation Business actor	√		√			**Compliant** If having Environmental Permit in accordance with the applicable provisions **Non-compliant** If not having Environmental Permit in accordance with the applicable provisions
		1.2.3 Facilitation of	Has cooperation	1. Availability of	√		√		√	**Compliant**

		People's Plantation Development Plantation Business actor that applies for IUP-B or IUP with acreage of 250 ha or more, is obligated to facilitate the development of nearby community plantation with a minimum area of 20% of the acreage of IUP-B or IUP, in accordance with the applicable provisions of legislation. **(I,B,P)**	document of Plantation Business actor with the community nearby the plantation regarding facilitation of the community plantation development.	document on Joint Agreement between Plantation Business actor with the nearby community and acknowledged by the office in charge of plantation.						If having cooperation document of Plantation Business actor with the nearby community **Non-compliant**
				2. Availability of document on realization of total area of community plantation development area at least 20% of the total area of Plantation Business Permit (IUP/IUP-B) owned.	√		√			If not having cooperation document of Plantation Business actor with the nearby community
				3. Obligation to facilitate the development of	√		√		√	

				community plantation with an area of 20% of the total area of core plantation does not apply for Plantation Business actor that has carried out Community Nucleus Plantation (PIR-BUN, PIR-TRANS, PIR KKPA) patterns or other nucleus plasma cooperation pattern. While for Plantation Business actor that has not carried out the cooperation is obligated to carry out productive activities for the nearby community that are						

				acknowledged by the governor or regent/mayor in accordance with the authorities.						
				4. Legal entity in the form of cooperative is not obligated to facilitate the development of community plantation with an area of 20%.	√		√			
				5. Availability of report on realization progress of facilitation of development of nearby community plantation to the relevant government agency (Plantation Office).	√		√			

		1.2.4 Plantation Permit (I.B.P)	Has Plantation Business Permit (IUP).	1. Document of Plantation Business Permit (IUP/SPUP, IUP-B/ITUBP, IUP-P/ITUIP, plantation business permit that is issued by the Head of BKPM on behalf of the Minister of Agriculture; Plantation Business Permanent Permit (ITUP) from the Minister of Agriculture may be shown.	√		√			**Compliant** If having document on IUP **Non-compliant** If not having document on IUP
				2. IUP is issued by the competent government agency in accordance with legislation.	√		√			
				3. Area of IUP must be greater or equal to the	√		√			

				area of HGU/HGB.						
				4. All plantation operational area are included in IUP.	√		√		√	
				5. Location of IUP is in accordance with the Spatial Plan.	√		√	√		
				6. Total installed unit and capacity or production volume of products from Palm Oil Mill (POM) is in accordance with the capacity rated in IUP.	√		√		√	
				7. Commodity specified in IUP document is in accordance with the commodity in business.	√		√		√	
				8. For IUP-P, shown	√		√		√	

				with availability of FFBs raw material that is processed at POM at least 20% of its owned plantation or shown with the existence of cooperation agreement for supply of FFBs raw material between POM and smallholder, at least 5 (five) years.						
2	**APPLICATION OF GOOD AGRICULTURE PRACTICES**	**2.1 Plantation Planning** Plantation Business actor must have short, medium and long-term planning to produce sustainable palm oil. **(I,B,P)**	1. Plantation Business actor has strategic plan and contains vision and mission of the Plantation Business actor that support sustainable business.	1. Vision and Mission of Plantation Business actor that supports sustainable business and validated by the management of Plantation Business actor.	√		√	√		**Compliant** If having strategic plan. **Non-compliant** If not having strategic plan.
				2. Evidence of		√	√	√	√	

				dissemination of Vision and Mission of Plantation Business actor that supports sustainable business to workers and work partners.						
			2. Plantation Business actor has Organizational Structure of Palm Oil Plantation Business actor.	1. Availability of document on Organizational Structure of Palm Oil Plantation Business actor that is validated by the Management.	√		√	√	√	**Compliant** If having organizational structure. **Non-compliant** If not having organizational structure.
				2. Document on Organizational Structure is in accordance with the operational activities.	√		√	√	√	
				3. Availability of job	√		√	√		

				description and responsibilities for each position and level of organizational structure, including determining staff specifically as deputy management to be responsible in overall SRP (Supply Chain System).						
			3. Plantation Business actor has Planning, Monitoring and Evaluation of Plantation Business.	1. Document of annual plan and annual report that is completely explaining the activities of Plantation Business actor. Including plan on supply of fruits and sources of fruits.	√		√			**Compliant** If having planning, monitoring and evaluation of plantation business. **Non-compliant** If not having
				2. Document on		√	√			

				Medium Term and Long Term Strategic Plan and implementation of internal audit activities/self-assessment regarding application of the plan.						planning, monitoring and evaluation of plantation business.
				3. Report on Result of Financial Audit of Plantation Business actor.		√	√	√		
			4. Plantation Business actor has Human Resources (HR) Management System of Plantation Business actor.	1. Availability of mechanism of acceptance of workers.	√		√	√		**Compliant** If having HR management system. **Non-compliant** If not having HR management
				2. Availability of document on waging system and provision of incentives.	√		√	√		
				3. Availability of	√		√	√		

				document on career level system and work achievement assessment.						system.
				4. Availability of document on training system.	√		√	√		
			5. Availability of document on plan and realization of land utilization (HGU) for the development of plantation, palm oil processing unit, office, housing for employees, supporting facilities and other needs.	1. Area of land utilization realization in accordance with the area of HGU or HGU and HGB.	√		√	√		**Compliant** If having document on plan and realization of land utilization. **Non-compliant** If not having HR document on plan and realization of land utilization.
				2. Realization of mill capacity in accordance with the plantation business permit.	√		√	√	√	
				3. Availability of annual report on plantation progress to local provider of		√	√	√		

				plantation business unit.						
				4. Availability of document for undertaking the entire area that is technically able to be planted after 6 (six) years as of obtaining right to land (for Plantation Business actor that obtains permit after Law Number 39 of 2014)		√	√	√		
		2.2 Application of Cultivation Techniques and Product Processing								
		2.2.1 Land Clearing Land clearing that meets the principles of land and water conservation. **(I,B)**	1. Plantation Business actor must have Standard Operating Procedure (SOP) for land opening including land structuring.	1. Availability of SOP for land clearing without burning including land structuring.		√	√	√		**Compliant** If having SOP. **Non-compliant** If not having SOP.
				2. Availability of SOP		√	√	√		

				for land clearing, in consideration of the principles of land and water conservation.						
				3. Availability of SOP for land clearing with terracing if the Plantation Business actor has land slope of greater than 30%.		√	√	√		
			2. Applying the principles of land and water conservation in the process of new land clearing and plantation operational that is stipulated based on the applicable legislation.	1. Making of drainage system, terracing for land with certain slope, planting cover crops to minimize erosion and land damage/degradation.	√		√		√	**Compliant** If having document when applying principles of land and water conservation in its land clearing. **Non-compliant**
				2. Land clearing and planting of palm oil has certain distance with	√		√		√	

				the edge of dam/lake, which has been stipulated by the government. If the edge of such dam/lake has not been stipulated by the government, thus the distance between land clearing and/or planting of palm from the edge of dam/lake is stipulated by the internal SOP of Plantation Business actor.						If not having document when applying principles of land and water conservation in its land clearing.
				3. Land clearing and planting of palm oil has certain distance with the edge of water springs, where such	√		√		√	

				edge of water springs has been stipulated by the government. If the edge of such water springs has not been stipulated by the government, thus the distance between land clearing and/or planting of palm from the edge of water springs is stipulated by the internal SOP of Plantation Business actor.						
				4. Land clearing and planting of palm oil has certain distance with the edge of river, where such edge of river has	√		√		√	

				been stipulated by the government. If the edge of such river has not been stipulated by the government, thus the distance between land clearing and/or planting of palm from the edge of river is stipulated by the internal SOP of Plantation Business actor.						
				5. Land clearing and planting of palm oil has certain distance with the edge of tributary, where such edge of tributary has been stipulated by the government. If the edge	√		√		√	

				of such tributary has not been stipulated by the government, thus the distance between land clearing and/or planting of palm from the edge of tributary is stipulated by the internal SOP of Plantation Business actor.						
				6. Land clearing and planting of palm oil has certain distance with the edge of cliff, where such edge of cliff has been stipulated by the government. If the edge of such cliff has not been stipulated by the	√		√	√	√	

				government, thus the distance between land clearing and/or planting of palm from the edge of cliff is stipulated by the internal SOP of Plantation Business actor.						
				7. Land clearing and planting of palm oil has certain distance with the edge of coast, where such edge of coast has been stipulated by the government. If the edge of such coast has not been stipulated by the government, thus the distance between land	√		√	√	√	

				clearing and/or planting of palm from the edge of coast is stipulated by the internal SOP of Plantation Business actor.						
			3. Has evidence that supports the non-existent of burning activities by the operational of Plantation Business actor in the plantation concession area, such as the history of occurrence of hotspot in the concession area and Activity Report of land clearing with mechanical system.	1. Availability of document on activity of land clearing without burning.		√	√	√	√	**Compliant** If having evidence. **Non-compliant** If not having evidence.
				2. Availability of report on fire mitigation measures.		√	√	√	√	
				3. Availability of Activity Report for land clearing with mechanical system.		√	√	√	√	
				4. Availability of SOP for land clearing without burning.		√	√	√	√	

			4. Plantation Business actor has record and map on land clearing and structuring.	1. Availability of record and map on land structuring including block structuring, construction of plantation road and emplacement.	√		√	√	√	**Compliant** If having record and map on land clearing and structuring. **Non-compliant** If not having record and map on land clearing and structuring.
				2. Availability of record on construction of drainage system, terracing for land with certain slope, planning of cover crops to minimize erosion and land damage/degradation.	√		√	√	√	
				3. Availability of record on land clearing in accordance with the requirements and	√		√	√	√	

				obligations specified in the environmental permit or Environmental Impact Assessment (AMDAL)/Environmental Management Plan and Environmental Monitoring Plan in accordance with the provisions of legislation.						
		2.2.2 Seeding Plantation Business actor in carrying out planting must use certified superior seed. **(I,B)**	1. Plantation Business actor has SOP for Seedling.	1. Availability of SOP for use of cultivated seed (as of year 1995 cultivated seed that originates from source of seed that has obtained recognition from the government	√		√	√	√	**Compliant** If having SOP. **Non-compliant** If not having SOP.

				and certified from the competent institution).						
				2. Must be able to show having SOP for use of seed with quality and age in accordance with the technical provisions.	√		√	√	√	
				3. SOP for handling seed that does not meet the requirements.	√		√	√	√	
			2. Plantation Business actor has document on implementation of supply of certified seed.	1. Availability of seed certificate from certified seed producer that is issued by the Ministry of Agriculture.	√		√	√	√	**Compliant** If having document. **Non-compliant** If not having document.
				2. Availability of document on implementation of		√	√	√	√	

				supply of sprout starting from the application up to the receipt of sprout.						
			3. Handling seed that does not meet the requirements.	Availability of Minutes of destruction of seed that does not meet the requirements.	√		√	√	√	**Compliant** If having document. **Non-compliant** If not having document.
		2.2.3 Planting on Mineral Land (I,B)	1. SOP on technical guidelines for planting palm oil plantation in mineral land.	Availability of SOP starting from the planting planning (plant distance) up to the planting of seed in accordance with the practices of legislation related to the guidelines for palm oil cultivation.	√		√	√	√	**Compliant** If having SOP. **Non-compliant** If not having SOP.
			2. Availability of	1. Availability of		√	√	√	√	**Compliant**

			document on application of planting in accordance with the applicable standard or regulation in mineral land.	document on planting plan in accordance with SOP.						If having document. **Non-compliant** If not having document.
				2. Availability of document on planting realization in accordance with SOP.	√		√	√	√	
		2.2.4 Planting on Peat Land (I,B)	1. SOP on technical guidelines for planting palm oil plantation in peat land.	Availability of SOP for planting on peat land in accordance with the practices of legislation related to peat land utilization for palm oil cultivation.	√		√	√	√	**Compliant** If having SOP. **Non-compliant** If not having SOP.
			2. Regulation on descent of high peat soil layer.	1. Availability of SOP for regulation on descent of high peat soil layer.	√		√	√	√	**Compliant** If having SOP. **Non-compliant** If not having SOP.
				2. Availability of tool	√		√	√	√	

				for measuring the descent of peat soil layer.						
				3. Availability of facilities and infrastructures related to the management of planting on peat land.	√		√	√	√	
			3. Documentation of recording on application of planting on peat land in accordance with the procedures and/or legislation.	1. Availability of document on result of identification of depth of peat in HGU area that is carried out by the internal or external party of the company.	√		√	√	√	**Compliant** If having document. **Non-compliant** If not having document.
				2. Availability of result of SOP implementation related to the planting and maintenance of palm oil in peat land.	√		√	√	√	

				3. Availability of result of monitoring on subsidence and regulation of height of ground water surface.	√		√	√	√	
				4. Availability of document on identification and mapping in peat ecosystem with protection function that is removed from planting.	√		√	√	√	
		2.2.5 Plant Maintenance (I,B)	1. Procedures for plant maintenance by applying Good Agriculture Practices (GAP) for palm oil.	Availability of SOP for plant maintenance in accordance with the practices of legislation related to the palm oil cultivation.	√		√	√	√	**Compliant** If having SOP. **Non-compliant** If not having SOP.
			2. Availability of record	1. Availability of	√		√	√	√	**Compliant**

			on application of palm oil plant in accordance with the applicable standard or regulation and principles of environmental management, including fertilization in accordance with the recommendation, maintenance of plate, maintenance of cover crops and plantation sanitation.	document on plant maintenance plan, which includes: a. plant consolidation, b. plant insertion, c. maintenance of tree plate, d. maintenance of cover crops, e. fertilization based on analysis of soil and leaves, f. maintenance of terracing and height of water level, g. drainage, h. sand shoots (immature plants).						If having document. **Non-compliant** If not having document.
				2. Document on plant maintenance within a						

				year and 1 (one) year before, which includes: a. plant consolidation, b. plant insertion, c. maintenance of tree plate, d. maintenance of cover crops, e. fertilization based on analysis of soil and leaves, f. maintenance of terracing and height of water level, g. drainage, h. sand shoots (immature plants).						
		2.2.6 Organism Control Plantation Business actor must apply the Integrated	1. Plantation Business actor has SOP for observation and control	Availability of SOP for observation and control of plant disturbing	√		√	√	√	**Compliant** If having SOP. **Non-compliant**

		Pest Management (IPM) system in accordance with the Technical Guidelines. **(I,B)**	of plant disturbing organism.	organism that can guarantee that: a. control of plant disturbing organism is carried out integrally (Integrated Pest Management/IPM), namely integrating various control techniques mechanically, biologically, physically and chemically, b. application of early warning system (EWS) through observation of plant disturbing organism is carried out periodically, c. pesticide used has						If not having SOP.

				been registered at the Commission for Pesticides of the Ministry of Agriculture, d. handling pesticide waste is carried out in accordance with the technical guidelines of the Commission for Pesticides to minimize adverse impact to the environment, e. staff (group) of controller that has been trained by the competent institution and approved by the Commission for Pesticides specific for						

				the use of limited pesticide, f. warehouse for storage of equipment and materials for control of plant disturbing organism, g. species of host plant as natural enemy.						
			2. Procedures for mitigation on use of pesticides for pests/weeds spraying activities that has been approved by the management of Plantation Business actor that is authorized and there is evidence of	1. Availability of SOP for mitigation of use of pesticide materials, including: handling and management of pesticides, namely: a. grouping of pesticides, b. procedures for use of pesticides, c. storage of pesticides,	√		√	√	√	**Compliant** If having SOP. **Non-compliant** If not having SOP.

				d. pesticides poisoning and the symptoms, e. first aid to pesticides poisoning.						
				2. Availability of evidence of dissemination of procedures to the relevant workers.	√		√	√	√	
			3. Recording or document on implementation of observation and control of plant disturbing organism as well as use of type of registered pesticides.	1. Availability of recording of type of host plant as natural enemy.	√		√	√	√	**Compliant** If having recording. **Non-compliant** If not having recording.
				2. Availability of proof of implementation of procedures on observation and control of plant disturbing organism.	√		√	√	√	
				3. Availability of	√		√	√		

				recording on use of pesticides that are registered at the Commission for Pesticides of the Ministry of Agriculture and pesticide permit is still in validity period.						
			4. Has written commitment of the management of Plantation Business actor for reduction of pesticides in in plantation operational activities.	Availability of written document set forth by the Plantation Business actor related to the commitment in reducing pesticide material, in plant maintenance activities.	√		√	√		**Compliant** If having document. **Non-compliant** If not having document.
			5. Availability of recording on use of pesticides and the reduction up to certain	Availability of recording on use of pesticides and the reduction up to certain	√		√	√	√	**Compliant** If having recording. **Non-compliant**

			limit using substitution of environmentally-friendly materials/use of biological agency for maintenance of plantation plants.	limit using substitution of environmentally-friendly materials/use of biological agency for maintenance of plantation plants.						If not having recording.
		2.2.7 **Harvesting** Plantation Business actor carries out harvesting on time using good and correct method and records the FFBS production. **(I,B)**	1. Availability of SOP for harvesting palm oil and document on application of harvesting activities.	1. Availability of SOP for implementation of harvesting in accordance with the practices of legislation related to the guidelines for palm oil cultivation.	√		√	√		**Compliant** If having SOP. **Non-compliant** If not having SOP.
				2. Availability of document on application of harvesting of palm oil.	√		√	√	√	
			2. Availability of document on monthly, quarterly, semester and	Availability of data on annual FFBS production.	√		√	√	√	**Compliant** If having data. **Non-compliant**

			annual production.							If not having data.
			3. Availability of document on production projection.	Availability of data on projection of FFBS production of next year.	√		√	√	√	**Compliant** If having data. **Non-compliant** If not having data.
		2.2.8 Transportation of Fresh Fruit Bunches (FFBS) Plantation Business actor must ensure that FFBS harvested must be immediately transported to the processing plant to avoid quality degradation. **(I,B)**	1. Availability of SOP for transportation of FFBS and the application.	1. Availability of SOP for implementation of transportation of FFBS in accordance with the guidelines for palm oil cultivation.	√		√	√	√	**Compliant** If having SOP. **Non-compliant** If not having SOP.
				2. Proof of application of procedures for implementation of transportation of FFBS.	√		√	√	√	
			2. Availability of recording or document on implementation of	Availability of recording on implementation of	√		√	√	√	**Compliant** If having recording.

			transportation of FFBS.	transportation of FFBS.						**Non-compliant** If not having recording.
		2.2.9 Receipt of FFBS in Palm Oil Processing Unit Plantation Business actor ensures that FFBS received in accordance with the requirements that have been set forth. **(I,P)**	1. Availability of SOP for receipt and inspection/sorting of FFBS.	Availability of SOP for receipt, inspection and sorting of FFBS in accordance with the criteria of sorting of fruits received.	√		√	√	√	**Compliant** If having SOP. **Non-compliant** If not having SOP.
			2. Document on receipt of FFBS that is in accordance and not in accordance with the requirements.	Availability of document on result of sorting of FFBS in the mill in accordance with SOP for receipt of FFBS.	√		√	√	√	**Compliant** If having document. **Non-compliant** If not having document.
			3. Receipt of FFBS in POM in accordance and not in accordance with the quality standard of FFBS set forth by the	1. Receipt of FFBS through sorting of FFBS based on the provisions of the Ministry of	√		√	√	√	**Compliant** If having document. **Non-compliant** If not having

			Ministry of Agriculture.	Agriculture.						document.
				2. Documentation and implementation of handling the result of sorting of FFBS.	√		√	√	√	
			4. Access to the shipment of FFBS from the plantation site (Output Collection Facility/TPH) to the processing facility (POM) must be maintained to keep the quality of FFBS.	1. Availability of road maintenance program in the plantation.	√		√			**Compliant** If having document. **Non-compliant** If not having document.
				2. Availability of recording on result of realization and evaluation that supports the maintenance of quality of FFBS.	√		√		√	
		2.2.10 FFBS Processing Plantation Business actor must plan and implement processing of FFBS through the application of Good Manufacturing	1. Plantation Business actor has SOP for processing processes as well as monitoring process and measurement of quality	Availability of SOP for processing processes (starting from production planning up to measurement of product quality) in	√		√	√	√	**Compliant** If having SOP. **Non-compliant** If not having SOP.

		Practices (GMP). **(I,P)**	of Crude Palm Oil (CPO).	accordance with the guidelines for handling post-harvest of agricultural products from good plant origin.						
			2. Plantation Business actor has recording/document on implementation of SOP for processing processes as well as monitoring process and measurement of quality of Crude Palm Oil (CPO).	Availability of document on processing processes, as well as monitoring process and measurement of quality of FFBS into product.	√		√	√	√	**Compliant** If having document. **Non-compliant** If not having document.
			3. Availability of document on use of water for palm oil processing unit.	Availability of document on use of water for palm oil processing unit.	√		√	√	√	**Compliant** If having document. **Non-compliant** If not having

										document.
3	**MANAGEMENTO F ENVIRONMENT, NATURAL RESOURCES, AND BIODIVERSITY**	**3.1 Implementation Related to Environmental Permit** Plantation Business actor must implement its obligation in accordance with the environmental permit. **(I,B,P)**	1. Has document related to the result of management and monitoring of environment, including the repowering to the competent institution.	1. Availability of environmental documents (Environmental Impact Assessment, Environmental Management and Monitoring Programs, Environmental Evaluation Studies, and the kinds) that has been validated by the relevant agency.	√		√	√		**Compliant** If having document. **Non-compliant** If not having document.
				2. The scope of review on environmental documents (Environmental Impact Assessment, Environmental	√		√	√		

				Management and Monitoring Programs, Environmental Evaluation Studies, and the kind) already covers all of operational activities of plantation business actors, among others: (a) the width of review area covers operational area; (b) mill/'s processing capacity plan; (c) waste management						
				3. The conformance of (installed) mill's capacity to such Environmental documents in accordance with the	√		√			

				applicable requirements						
				4. The environmental management and monitoring plan has been implemented	√		√		√	
				5. Environmental management and monitoring report has covered all of such activities that conform to the legalized environmental documents	√		√	√		
				6. The format of environmental management and monitoring report refers to the related rule	√		√			
				7. Environmental management and	√		√	√		

				monitoring report has been submitted periodically to the related instances on periodical basis in accordance with the legalized environmental documents						
			2. POM has a permit to utilize liquid waste for such Land Application and the dumping to the water-body which conform to the applicable quality standard requirements	1. It can be shown such valid permit for the utilization of liquid waste or the dumping of liquid waste to the water-body (river, sea) from the related governmental instances	√		√			**Compliant** If holds the document of liquid waste utilization permit **Non-compliant** If does not hold the document of liquid waste utilization
				2. The location of liquid waste utilization conforms to those determined in the liquid	√				√	

				waste utilization permit						permit
				3. There did not occur any leakage of liquid waste from the Waste water treatment plant (IWWTP) or at the application on plantation land (Land Application) which pollutes the water body	√				√	
			3. Having a Waste water treatment plant (WWTP) to meet the quality standard of waste water. POM has an adequate Waste water treatment plant (WWTP)	It is available the layout documentation of Waste water treatment plant which explains the function of each plant(pond)	√		√			**Compliant** If has an IPAL installation **Non-compliant** If does not have an IPAL installation
		3.2 Waste Management Plantation business actor	1. Having a SOP regarding waste (solid,	1. Liquid waste processing at WWTP	√				√	**Compliant** If has the

		performs the obligation to manage oil palm waste in accordance with the statutory regulation ***(I, P)***	liquid, and aerial) management	has been conducted well and there is not found any leakage which is potential to pollute the environment						documents : SOP, types of waste and waste management
				2. Type of waste (solid, liquid, and aerial) identification document from the results of the Plantation business actor's operational activity	√		√			**Non-compliant** If does not have documents : SOP, types of waste and waste management
				3. Waste (solid, liquid, and aerial) management document conforms to the legalized procedure and protocol	√				√	
			2. Having the document of waste management	1. The records of waste (solid, liquid, and	√		√		√	**Compliant** If has the

			and monitoring reporting to the authorized instances	aerial) management implementation conforms to the waste management and monitoring reporting						document of implementation records and waste management report
				2. Waste (solid, liquid, and aerial) management and monitoring report has been reported on periodical basis to the authorized instances in accordance with the applicable regulation	√		√	√		**Non-compliant:** If does not have the document of implementation records and waste management report
			3. Having the permit documents from the regional government for the dumping of waste water to the waterbody	It is available the permit to dump liquid waste of palm oil mill to the water-body from the authorized instances and	√		√			**Compliant** If has the document of waste dumping permit.

				is still valid						**Non-compliant** If does not have the document of waste dumping permit.
			4. Having the permit document from the minister who organizes the government affairs in environment sector for processing units which dump waste water to the sea	It is available the permit to dump liquid waste of palm oil mill to the sea from the authorized instances and is still valid	√		√			**Compliant** If has a waste water dumping permit. **Non-compliant** If does not have waste water dumping permit.
			5. The fulfillment of quality standard for waste water which is dumped and/or utilized in accordance with the quality standard of dumped and/or utilized	It is available the document of test result from an accredited laboratory and shows that all testing parameters are already in conformance to the	√		√			**Compliant** If has the document of test result. **Non-compliant** If does not have

			waste water.	designated quality standard for the dumping and/or utilization of palm oil mill's liquid waste in accordance with the applicable regulation						document of test result.
		3.3 Disturbances from immobile sources: Disturbances from immobile sources in the form of technical standard on noise, vibration level standard, smell degree standard and other degrees of disturbance standard are designated in accordance with the statutory regulation ***(I, P)***	1. Having a SOP or working instructions to handle any disturbances from immobile sources in accordance with the guidance issued by the Ministry which organizes the government affairs in environment sector	1. It is available a SOP/working instructions which inform the procedure to manage any disturbances from immobile sources in accordance with the applicable regulation	√		√			**Compliant** If has a SOP/working instructions. **Non-compliant** If does not have a SOP/working instructions.
				2. It is available a	√		√			

				document for identifying the emission and ambient resulting from any immobile sources' disturbances from the operational activity of the Plantation Business actor						
			2. It is available a report on the results of technical standard measurement on any disturbances from immobile sources to the regional government	1. It is available a document of test results from an accredited laboratory and shows that all testing parameters are already in conformance to the designated quality standard for any disturbances from immobile sources in	√		√			**Compliant** If has a document of test results and report of the raw material measurement results **Non-compliant** If does not have a document of

				accordance with the applicable regulation						test results and report of the raw material measurement results
				2. Report on the results of technical standard measurement on any disturbances from immobile sources has been submitted on periodical basis to the authorized instances in accordance with the environmental permit and/or the applicable regulation						
			3. It is available a document on the handling of any	It is available a plan and realization of the handling on any	√		√		√	**Compliant** If has the document

			disturbances from immobile sources.	disturbances from immobile sources in accordance with the procedure (SOP/working instructions)						**Non-compliant** If does not have the document
			4. The fulfillment of quality standard for air emission from all of existing emission sources	It is available the document of test result from an accredited laboratory, which shows that all testing parameters are already in conformance to the designated quality standard for air emission at palm oil mill's which is in accordance with the environmental permit and/or the relevant environmental	√		√			**Compliant** If has the document **Non-compliant** If does not have the document

				documents						
		3.4 Waste Monitoring The Plantation business actor must utilize waste to improve efficiency and reduce environmental impact ***(I, B, P)***	1. It is available a SOP which confirms:	1. Having a SOP on the utilization of waste (solid, liquid and aerial) (a) the utilization of solid waste in the form of fiber, shells and empty 'janjang' to replace fossil fuel (b) the utilization of bunches/empty 'janjang' for organic fertilizer, the utilization of liquid waste in the form of Land Application (LA) for fertilization	√		√	√		**Compliant** If has a SOP **Non-compliant** If does not have SOP
				2. Document on the identification of benefits from solid,	√		√	√		

				liquid and aerial wastes						
			2. The Plantation Business actor has carried out the utilization of waste and an evidence on the implementation of solid, liquid, gas/ aerial wastes, including the effort to ensure that there is no negative impact to the workers and the people.	1. The realization of waste utilization implementation	√			√	√	**Compliant** If has the document **Non-compliant** If does not have the document
				2. It is a document on the implementation of waste utilization	√		√			
			3. Having a report on the results of supervision and the management process and/or waste utilization which is reported on periodical basis to local	It is available a report on waste utilization to the related instances	√		√	√		**Compliant** If has the document **Non-compliant** If does not have the document

			environmental service							
		3.5 Management on Hazardous and Toxic (B3) Materials as well as Hazardous and Toxic (B3) Waste Hazardous and toxic materials and Hazardous and toxic waste must be managed in accordance with the statutory regulation B, P)	1. Having a SOP or working instructions and its implementation in relation to the management of B3 and B3 waste.	1. It is available a SOP/working instructions concerning the management of B3 and B3 waste	√		√	√		**Compliant** If has the document **Non-compliant** If does not have the document
				2. It is available an evidence of the implementation of B3 and B3 waste management	√		√	√		
			2. Having a document of monitoring results on the implementation of	It is available a document on the monitoring results of	√		√	√		**Compliant** If has the document

			available B3 and B3 waste management procedure	the implementation of any existing B3 and B3 waste management procedure						**Non-compliant** If does not have the document
			3. Having a permit and Temporary storage of B3 waste issued by the Regent/Mayor	1. It is available a Permit for temporary storage place of B3 waste which is still valid and conforms to the name of said Plantation business actor	√		√			**Compliant** If has the document **Non-compliant** If does not have the document
				2. There is a conformance between the type of B3 waste included in temporary storage place of B3 waste permit and the B3 waste generated and stored	√		√		√	

				3. The temporary storage place of B3 waste must meet the following conditions: Site requirements: (a) The location of temporary storage place site is within the activity area which is a free from flood area (b) Distance to the river (flowing all the year-long) is minimum 50 meters (c) Distance of the site is minimum 100 meters to settlements area or public facility	√				√	

				(d) Distance of the site to any facilities of those protected areas such as natural conservation, protected forest, preservation area is minimum 300 meters						
			4. has the document concerning a cooperation agreement with a third party holding a permit from the related instances to handle B3 waste	1. The cooperation document covers a gatherer and/or transporter and/or processor of B3 waste.	√		√	√		**Compliant** If has the document **Non-compliant** If does not have the document
				2. The gathering and/or transporting parties must have a cooperation document with B3 waste processor	√		√	√		

				3. The gathering and/or transporting and/or processing parties must have a valid permit	√		√	√		
			5. Has the document of B3 waste storage and handling in accordance with the applicable regulation	It is available a balance sheet document (in and out register) of B3 waste generated, managed further from those stored at the temporary storage place of B3 waste	√		√	√		**Compliant** If has the document **Non-compliant** If does not have the document
			6. B3 waste is only allowed to sell/handover to a party holding a permit from the Ministry of environment and forestry, and Director	1. It is available the manifest of B3 waste dispatch for the type of B3 waste that has been transported out of the temporary storage place of B3	√		√	√		**Compliant** If has the document **Non-compliant** If does not have the document

			general of transportation	waste						
				2. It is available a report on the manifest of B3 waste dispatch on periodical basis once in every 3 (three) months to the related instances	√		√	√		
				3. There is a conformance between the receiver of B3 waste in manifest to the document of cooperation	√		√	√		
		3.6 Fire and Natural Disaster Control The Plantation business actor must do a fire prevention and handling, as well as natural disaster handling (I, B, P)	1. Has a SOP on land fire prevention and handling	1. It is available a SOP which informs the written policies that have been approved by the management that it is not allowable any burning activity within	√		√	√		**Compliant** If has a SOP and the document of dissemination **Non-compliant**

				the operating area of Plantation Business actor.						If does not have SOP and the document of dissemination
				2. It is available a record on the dissemination to all Plantation Business actor management, workers and public which states that it is not allowable any burning activity within the operating area of Plantation Business actor	√		√	√		
				3. has a SOP/procedure which informs the fire prevention, handling and control that has been approved by the	√		√	√		

				authorized management of Plantation business actor and it is available an evidence of procedure receipt by the plantation firefighting team						
			2. Has the human resources (HR) who are able to prevent and handle any land fire	1. It is available a fire fighting team/unit that has undergone a training on fire prevention and handling from the authorized instances	√		√	√		**Compliant** If has the document **Non-compliant** If does not have the document
				2. It is available a document of periodical training on fire prevention and handling	√		√	√		

			3. Has a fire control facilities and infrastructure in accordance with the statutory regulation	1. It is available a document on fire control facilities and infrastructure in accordance with the statutory regulation	√		√	√		**Compliant** If has the document **Non-compliant** If does not have the document
				2. Conducting a periodical updating and checking on fire control/handling facilities and infrastructure	√		√	√		
			4. Providing a budget for land fire prevention and handling	It is available a budget for fire prevention and handling	√		√	√		**Compliant** If has a budget **Non-compliant** If does not have a budget
			5. Has a document on the	1. It is available a document on the	√		√	√		**Compliant** If has the

			implementation of fire prevention, handling, monitoring and the maintenance of facilities and infrastructure as well as its reporting.	implementation of fire prevention, monitoring and handling						document **Non-compliant** If does not have the document
				2. It is available a document on the maintenance of fire facilities and infrastructure	√		√	√		
				3. It is available a report on the implementation of fire prevention and handling, which is reported once in every 6 (six) months to the related instances	√		√	√		
		3.7 Protected Area and	1. Has a results of	1. It is available	√	√	√	√	√	**Compliant**

		area of High Conservation Value The Plantation Business actor must do the identification, dissemination and maintenance on protected and high conservation value areas in accordance with the statutory regulation (I, B, P). Note: replaced to be 3.7	identification on protected areas and areas of high conservation value.	a document on the results of identification on protected areas and areas of high conservation value within the company's concession area.						If has the document **Non-compliant** If does not have the document
				2. Information on protected areas and areas of high conservation value is already in compliance with the currently applicable legislation	√	√	√	√	√	

				and confirmed by the management of Plantation Business actor.						
			2. Has a SOP on the maintenance of protected areas and areas of high conservation value.	1. It is available a SOP which contains the mechanism of dissemination, management and monitoring on the protected areas and areas of high conservation value.	√		√	√		**Compliant** If has a SOP **Non-compliant** If does not have SOP
				2. There is a conformance between SOP to the currently applicable statutory regulation.		√	√			
			3. Has the site map and the Management Plan	1. It is available the site map of	√		√			**Compliant** If has a map

			on areas of High Conservation Value and other identified protected areas	protected areas and High Conservation Value areas that is consistent with such document on the identification of protected areas and High Conservation Value areas as well as having been approved by the management of Plantation Business actor						**Non-compliant** If does not have a map
				2. Map was prepared with the minimum scale of 1:50.000		√	√			
				3. It is available a Management Plan on High Conservation	√		√			

				Value areas and other identified protected areas						
			4. Doing the dissemination on protected areas and High Conservation Value areas to the manpower and the people around the plantation	1. It is available a document on the plan of dissemination on protected areas and High Conservation Value areas to the manpower and the people around the plantation		√	√			**Compliant** If has the document **Non-compliant** If does not have the document
				2. It is available a documented evidence/record of periodical dissemination activity on protected areas and High Conservation Value areas to the	√		√	√		

				manpower and the people around the plantation						
			5. Doing activities in the context of preserving protected areas and high conservation value areas as well as reporting it to the authorized instances	1. It is available a record on the management of High Conservation Value areas and other protected areas in accordance with the document of identification results	√		√		√	**Compliant** If has the document **Non-compliant** If does not have the document
				2. It is available a record of results on the monitoring on the protected areas and High Conservation Value areas management activity of at least once in every	√		√	√		

				year						
				3. It is available the report on protected areas and areas of high conservation value management and monitoring which is submitted to the related government instances	√		√	√		
		3.7.1. Biodiversity Conservation The Plantation Business actor must conduct a biodiversity conservation at the areas managed (I, B)	1. Has a SOP on the preservation of Biodiversity	It is available a SOP containing the documentation on Biodiversity preservation	√		√	√		**Compliant** If has a SOP **Non-compliant** If does not have SOP
			2. Has a list of priority plants and animal species at the plantation and plantation	1. It is available a list of protected plants and animal species at the plantation prior to the	√		√			**Compliant** If has the document

			surrounding area (from the environmental documents) before and after the commencement of plantation business	commencement of activity at the plantation						**Non-compliant** If does not have the document
				2. It is available a monitoring plan on priority plants and animals at the plantation and around the plantation		√	√			
				3. It is available an updated document on the list of priority plants and animal species at the plantation and around the plantation based on monitoring results	√		√	√		**Compliant** If has the document **Non-compliant** If does not have the document
			3. Has a report on the	It is available an		√	√	√		**Compliant**

			presence of priority plants and animals which is submitted to the institution handling the conservation and protection to wild plants and animals	updated document of report on the presence of priority plants and animals						If has the document **Non-compliant** If does not have the document
			4. Conducting a dissemination to the local people on the presence of priority plants and animals , if there are protected plants and animal species	1. It is available a document on the dissemination plan to local people on the presence of priority plants and animals , if there are protected plants and animal species	√		√	√		
				2. It is available a documented evidence/record on the periodical	√		√	√		

				dissemination to local people on the presence of priority plants and animals						
			5. The handling in the event of an incident with priority animals and/or wild animals	1. It is available a record on the handling in the event of an incident with priority animals and/or wild animals	√		√	√		**Compliant** If has the document **Non-compliant** If does not have the document
				2. It is available an evidence of reporting on the recorded handling to local Natural Resources Conservation Agency	√		√	√		
		3.7.2. Conservation on the source and quality of water (I, B, P)	1. Has a SOP on the identification, management and	1. It is available a documented SOP which regulates the	√		√	√		**Compliant** If has a SOP

			conservation on the source and quality of water and it is available a map of water body.	procedure of doing the identification, management and conservation on the source and quality of water in accordance with the applicable regulation						**Non-compliant** If does not have SOP
				2. It is available a result of identification on the sources of water equipped with a map that informs the location of waterbody.	√		√	√		
			2. Has a monitoring program on the quality of surface water	Document of monitoring program on the quality of surface water on periodical basis	√		√			**Compliant** If has the document **Non-compliant** If does not have

										the document
			3. Has a document of water management, preservation on water sources and measurement on the quality of water	1. It is available a document of the program to manage, preserve and measure the quality of water available at the plantation area in accordance with the statutory requirements	√		√			**Compliant** If has the document **Non-compliant** If does not have the document
				2. It is available a record /documented evidence on the application of water management, sources of water preservation and the measurement of water quality through the results of test on water quality at an	√		√	√	√	

				accredited laboratory on periodical basis						
		3.7.3. Conservation on areas with high potential of erosion A Plantation business actor must do a conservation of land and avoid a high potential of erosion in accordance with the statutory regulation (I, B, P)	1. Has a SOP on the conservation of areas with high potential of erosion	It is available a documented SOP which regulates the procedure of doing an identification on areas with high potential of erosion and its conservation plan in accordance with the applicable regulation	√		√			**Compliant** If has a SOP **Non-compliant** If does not have SOP
			2. Has a topographic map and river spread locations	1. It is available an updated topographic map of the plantation area	√		√	√		**Compliant** If has a map **Non-compliant** If does not have map
				2. It is available a site map of areas with high potential of	√		√			

				erosion						
			3. Has a document on the implementation of conservation on the areas with high potential of erosion	1. It is available a document of conservation program on the areas with high potential of erosion		√	√		√	**Compliant** If has the document **Non-compliant** If does not have the document
				2. A record of conservation activity on areas with erosion potential	√		√	√		
		3.8 Mitigation on Greenhouse Gases (GHG) emission The Plantation Business actor must conduct an inventory and mitigation on the source of GHG's emission(I, B, P)	1. Has a sop on the mitigation of Greenhouse Gases (GHG)'s emission	1. It is available a documented SOP on the identification procedure of greenhouse gas sources	√		√	√		**Compliant** SOP and GHG calculation are available **Non-compliant** Does not have SOP and

										applicable reference GHG calculation.
				2. It is available a SOP on GHG calculation and identification of the source of data and the use of most updated emission factors in accordance with the applicable rule and reference.		√	√	√		
			2. Has an inventory of GHG;s emission sources	1. Document on the results of inventory on GHG;s emission sources.	√		√	√		**Compliant** Have documented and documented supporting data
				2. It is available documented supporting documents for GHG		√	√	√		**Non-compliant** Does not have

				calculation.						documents and
			3. Has the results of GHG calculation	It is available a document on the correct result of GHG calculation in accordance with sources of data and the applicable reference	√		√	√		documented supporting data
			4. Has a document of land's history	It is available a document on the analysis of land change starting from such land as included in the last updated of ISPO's GHG calculator	√		√	√		**Compliant** Have a document **Non-compliant** Does not have a document
			5. Has a document on GHG mitigation	1. It is available the last updated GHG reduction program		√	√			**Compliant** If documents and records are available **Non-compliant**

										If documents and records are not available
				2. It is a record on the activity of GHG reduction program	√		√		√	
		3.9 Plantation business actor does a protection on Natural and peatland forests (I, B, P)	1. It is available a document which shows that the development of a new plantation does not open natural forests and peat-moss land, in accordance with the applicable statutory regulation.	1. Map of a harmonious combination between the plantation operational area and natural forests.	√		√	√	√	**Compliant** Have a document **Non-compliant** Does not have a document
				2. Map of a harmonious combination between the plantation area/mill and the last revised Indicative Map on the postponement of new permit issuance (PIPPIB)	√		√	√	√	

				3. It is available a record that the Plantation business actor did not open any forests and peatland areas	√		√	√	√	
			2. It is available a record of implementation for protection forest and peatland	1. It is available a document of Plantation Business actor's policy in respect of the protection to forest areas and peatland areas set forth in the current PIPPIB requirements, and signed by the top management		√	√	√		**Compliant** Have a document **Non-compliant** Does not have a document
				2. It is available a documented SOP on peatland area	√		√	√		

				management and protection procedure						
				3. It is a record on the application of SOP on peatland area management and protection procedure	√		√	√		
4.	**RESPONSIBILITY FOR LABOR**	**4.1 Occupational safety and health (OSH)** Applying OSH system (I, B, P)	1. Has a OSH documentation that covers : adequate policies, procedures and resources at the working environment including the handling on emergency situation, natural disaster and accidents	1. It is available the current policy on OSH and signed by top management	√		√			**Compliant** If OSH policy documents and socialized are available. **Non-compliant** If OSH policy documents and socialized are not available.
				2. It is available an evidence of dissemination to all of	√		√	√	√	

				workers as well as the management and contractor's workers on OSH policy and SOP on OSH that pertain to OSH application, the handling on emergency situation, natural disaster and accident						
			2. Has an emergency response organization and system	1. It is available an emergency response organizational structure which is legalized by the management.	√		√	√		**Compliant** If having an organizational structure document and SOP. **Non-compliant** If not having an organizational structure
				2. The understanding of the emergency response organizational team on emergency situation handling procedure.		√		√		

										document and SOP.
				3. It is available a SOP on the preparedness and emergency response.						
			3. It is available the emergency response (natural disaster and fire) facilities and infrastructure which are checked periodically and placed at an easily accessible when required	1. It is available firefighting facility and infrastructure at the operational area of Plantation business actor, particularly POM that is in compliance with the applicable legislation.	√		√	√	√	**Compliant** If having fire extinguishing facilities and infrastructure in accordance with applicable legislation. **Non-compliant**
				2. It is available an evacuation facility.	√				√	If not having fire extinguishing facilities and
				3. The quantity	√		√		√	

				of firefighting facility and infrastructure is adequate in accordance with the applicable regulation.						infrastructure in accordance with applicable legislation.
				4. An easily accessible firefighting facility and infrastructure.		√			√	
				5. It is available a program and the realization of firefighting facility and infrastructure maintenance and/or replacement in accordance with their types and regulations		√	√		√	
			4. It has been established a OSH	1. It is available an SK on the	√		√	√	√	**Compliant**

			organization with an adequate number of personnel in accordance with the applicable statutory regulation.	legalization of OSH Committee team by the related instances which conforms to the personnel of OSH.						If having most recent OSH Committee team validation decree (SK). **Non-compliant** If not having most recent OSH Committee team validation decree (SK).
				2. Having a OSH Committee secretary which holds the latest OSH EXPERT certificate in accordance with the applicable requirements.	√		√	√		
				3. It is available a record of OSH Committee meeting result to monitor the implementation of OSH along with the evidence of OSH						

				adjustment that needs to do.						
			5. Results of risk identification and application plan which is socialized to the management and workers	1. It is available the results of risk identification and application plan at each operational activity at the Plantation Business actor's premises by competent officers	√		√	√		**Compliant** If having a document **Non-compliant** If not having a document
				2. It is available the results of risk identification and management plan at each operational activity at the Plantation Business actor's premises by competent officers.	√		√	√		
				3. It is available	√		√	√		

				an evidence of dissemination about the results of risk identification and risk management plan for all levels of workers.						
				4. All of workers have a sufficient understanding on OSH risk at their department.		√		√	√	
				5. It is available an evidence on the implementation of all OSH risk identification results.						
			6. Posting OSH instructions at strategic locations, based on the identified risk potentials	1. It is available signs of danger at those locations the risk of which has been identified in accordance		√		√	√	**Compliant** If having hazard signs on site and is maintained.

				with the types of risk						**Non-compliant**
				2. The provision of signs already met the applicable regulation concerning the posting of signs of danger.		√			√	If it does not have hazard signs on site and is not maintained.
			7. The Plantation Business actor to conduct a periodical medical check-up for all of the workers and a specific medical checkup for workers with a certain risk. The checkup results are evaluated and followed-up properly if it is found any worker who suffers an occupational illness.	1. It is available a list of workers on whom it must be conducted a periodical medical checkup and a specific medical checkup for workers with a certain and most current risk	√		√	√		**Compliant** If having a list of workers, that must be conducted a periodical medical checkup and a specific medical checkup for workers with a certain risk.
				2. It is available	√		√	√	√	**Non-compliant**

				an evidence of the implementation of periodic medical checkup and specific medical checkup for workers with a certain risk according to the list available						If does not have a list of workers, that must be conducted a periodical medical checkup and a specific medical checkup for workers with a certain risk.
				3. It is available the evidence of periodic medical checkup by special personnel in accordance with the applicable statutory regulation and a follow-up on the	√		√	√	√	

				medical checkup results						
				4. It is available an evidence of follow-up on the results of periodic medical checkup and specific medical checkup for workers with a certain risk	√		√	√		
				5. It is available a certified OSH expert on firefighting to handle fire prevention system	√		√	√		
			8. All workers have an adequate OSH training	1. It is available a periodic OSH training program for all levels of workers	√		√	√		**Compliant** If having a document on OSH training plan regularly and up to date.
				2. It is available an evidence of OSH	√		√	√		

				training for all workers according to the existing training program						**Non-compliant** If does not have a document on OSH training plan regularly and up to date.
			9. Plantation business actor provides an adequate personal protective equipment (PPE) according to its intended allocation for each worker	1. It is available an adequate PPE for the workers according to risk identification	√			√	√	**Compliant** The workers use PPE according to the risk of their work. **Non-compliant** The workers does not use PPE according to the risk of their work.
				2. It is available an PPE replacement program according to the use period from PPE manufacturer		√	√	√	√	
				3. It is available a		√	√		√	

				documentation as an evidence of PPE provision to the workers in accordance with their working risk						
				4. It is available PPE for all of workers to anticipate any damaged PPE						
			10. A report on the application of OSH is reported per 3 (three) months to the Manpower Service	1. It is available a report on the application of OSH program in accordance with the applicable statutory regulation	√		√	√	√	**Compliant** The OSH program implementation report document is available in full according to the plan. **Non-compliant** The OSH
				2. It is available a documented evidence on the submission of OSH application report	√		√	√		

				per 3 (three) months to local Manpower Service and an evidence that the report has been received						program implementation report document is not available completely according to the plan.
		4.2 Fulfilling administrative requirements in respect of employment relationship (I, B, P)	1. Has a SOP on the recruitment of workers and the recruitment process does not encumber workers with recruitment cost nor doing any retention of documents	1. It is available a SOP on the recruitment of workers in which it is provided the manpower recruitment procedure and the requirements of workers to hire for all types of job, a prohibition to employ child labor, and a prohibition on any discrimination in	√		√	√		**Compliant** If having a worker recruitment SOP and its requirements. **Non-compliant** If not having a worker recruitment SOP and its requirements.

				employment.						
				2. Plantation Business actor and manpower agent (if using a recruiting agent) do not impose any collection of fee to the manpower.	√		√	√		**Compliant** If having documents. **Non-compliant** If not having documents.
				3. Plantation Business actor and manpower agent (if using a recruiting agent) do not do any retention to the original documents belonging to manpower except under a reason justifiable by the applicable regulation.	√		√	√		
				4. The	√		√	√		

				announcement of manpower recruitment and its requirements for all levels of workers to be informed publicly.						
			2. It is available a written policy which states that the Plantation Business actor prohibits any forms of forced labor or slavery in conducting its operational activity.	1. Plantation Business actor has a written policy on the prohibition to all forms of forced labor or slavery in conducting its operational activity which is signed by the top management of the Plantation Business actor.	√		√	√	√	**Compliant** If having a written policy document on the prohibition of all forms of forced labor or slavery. **Non-compliant** If does not have a written policy document on the prohibition of all forms of
				2. Plantation Business actor does the dissemination and communication on the	√		√	√	√	

				policy of prohibiting any forms of forced labor or slavery to all levels of workers of Plantation Business actor , contractor's workers and local people						forced labor or slavery.
				3. There is no form of forced labor or slavery in conducting its operational activity.	√			√		
			3. Workers have the right of resting-time and take a leave in accordance with the applicable law on manpower.	1. It is available a written rule which regulates leave right and working hours in accordance with the applicable law on manpower	√		√	√		**Compliant** If having a document on the regulations of Plantation Business actor that regulate the right to leave
				2. It is available	√		√	√		

				a document that shows the realization of the rule which regulates leave right and working hours in accordance with the currently applicable law on manpower.						and working hours in accordance with the applicable legal regulations. **Non-compliant**
				3. It is available a record on the dissemination of the regulation in respect of the workers' working hours and leave right in accordance with the currently applicable law on manpower		√	√	√		If does not have a document on the regulations of Plantation Business actor that regulate the right to leave and working hours in accordance with the applicable legal

										regulations.
				4. There is a record on the application of the Plantation business actor's regulation in respect of the workers' working hours and leave right in accordance with the currently applicable law on manpower						
			4. Each worker has a copy of employment relationship document in accordance with the applicable law on manpower	1. It is available a document on employment relationship containing at least the following information: a. name and address of the company b. name, sex, age and						**Compliant** If having a contract document in accordance with the requirements. **Non-compliant**

				address of worker c. position or type of work d. scope of work e. rate of wage, allowances and method of payment f. the Plantation business actor's regulation and sanctions applicable g. workers' and the company's rights and obligations h. the validity period of employment agreement i. date on which the employment agreement is made						If does not have a contract document in accordance with the requirements or a work contract document is available but the contents are not in accordance with the requirements.

				j. both parties' (worker and the company) signatures						
				2. All of workers have a copy of employment relationship document already signed by both parties.	√		√	√		
			5. The Plantation Business actor who employs expatriate manpower must show RPTKA (expatriate placement plan), IMTA (work permit), as well as complying with any regulation in respect of expatriate manpower employment.	1. It is available RPTKA (expatriate placement plan) document (if there is expatriate worker being employed)	√		√	√	√	**Compliant** If having a RPTKA document (Plan for the Use of Foreign Workers (if there are foreign workers). **Non-compliant** If does not have a RPTKA
				2. It is available IMTA document.	√		√	√	√	

										document (Plan for the Use of Foreign Workers (if there are foreign workers).
			6. All jobs of permanent nature are not permitted to perform by any Defined period worker (PKWT) or Free daily worker, any Free daily worker who has worked for more than 6 (six) months continuously must be appointed as an Undefined period worker (PKWTT).	1. It is available a list of workers which contain information on: a. worker's personal profile (name, date of birth, place of birth, official address as in identity card, religion, joining date) b. the status of employment relationship type	√		√	√	√	**Compliant** If has a list of workers and a complete information on workers' profiles as required **Non-compliant** If does not have a list of workers and a complete
				2. Worker's complete list of attendance for	√		√	√		

				the last 6 (six) months in accordance with the type of employment relationship						information on workers' profiles as required
				3. An evidence on the appointment of daily worker covering PKWT and PKHL according to the statutory regulation.	√		√	√		
			7. Reporting information on the data of manpower affairs and its development to local manpower office once in every 1 (one) year	1. There is an evidence that the Plantation Business actor prepares a report on manpower affairs and its routine development on periodical basis with the format as set forth by the applicable rule	√		√	√		**Compliant** If has a document on the report of manpower affairs and its routine development in accordance with the applicable
				2. An evidence						

				of the submission and receipt of report in accordance with the applicable requirements.						legal rule. **Non-compliant** If does not have a document on the report of manpower affairs and its routine development in accordance with the applicable legal rule
		4.3 The Improvement of Workers' Welfare and Capability The Plantation Business actor must improve workers' welfare and capability in accordance	1. There is evidence that minimum wage regulations have been implemented.	1. Plantation Business actor's policies regarding wages are in accordance with applicable labor laws.	√		√	√		**Compliant** If has the document of Plantation Business actor's policy on waging
				2. Dissemination		√	√	√		

		with the statutory regulation (I, B, P)		of Plantation Business actor's policies regarding wages.						**Non-compliant** If does not have the document of Plantation Business actor's policy on waging
				3. Implementation of minimum wages in accordance with applicable regulations	√		√	√	√	
			2. There is a defined standard payroll system.	1. SOP regarding payroll in Plantation Business actor.	√		√	√		**Compliant** If having SOP documents regarding payroll in Plantation Business actor. **Non-compliant** If not having SOP documents regarding
				2. Application of SOP on payroll without exception.	√		√	√		

										payrolls in Plantation Business actor.
			3. Facilities and infrastructure for worker welfare are available.	1. It is available facilities and infrastructure (physical and non-physical) owned by Plantation Business actor for welfare and the comfort of workers and workers' families.	√		√	√	√	**Compliant** If having a list of facilities and infrastructure (physical and non-physical), of it maintenance **Non-compliant** If not having a list of facilities and infrastructure (physical and non-physical), of it maintenance
				2. Maintenance and repair program for facilities and infrastructure for the welfare of workers.		√	√	√	√	

				3. Follow-up on complaints of workers/workers' families regarding damage to facilities and infrastructure.	√		√	√	√	
			4. Has a policy to involve workers in the National Social Security System (SJSN) program in accordance with legislation.	1. Plantation Business actor's policy documents regarding the National Social Security System (SJSN) program in accordance with applicable labor laws.	√		√	√	√	**Compliant** If having a Plantation Business actor's policy document regarding the SJSN program.
				2. Dissemination of the established National Social Security System (SJSN) program.		√	√	√		**Non-compliant** If not having a Plantation Business actor's policy document

										regarding the SJSN program.
			5. List of employees who take part in the Social Security Administrative Body (BPJS) for Employment and Health	1. Up-to-date information regarding participating employees Employment and Health Social Security Administrative Body (BPJS) programs.	√		√	√		**Compliant** If having documents of employees who have participated in the BPJS program. **Non-compliant** If not having documents of employees who have participated in the BPJS program.
				2. Proof of payment for the BPJS employment and health program for permanent workers (PKWTT) and casual daily workers (PKHL).	√		√	√		
				3. Evidence of coordination of the implementation of Employment and Health BPJS.	√		√	√		

			6. Overtime work must be at the willingness of the workers and not exceed the time limit specified in the applicable labor laws.	1. There is an SOP/mechanism for working overtime in accordance with the applicable labor laws.	√		√	√	√	**Compliant** If has an SOP document/mechanism for overtime work.
				2. Dissemination and communication to all workers and contractor's workers regarding SOPs/ mechanisms for working overtime.		√	√	√		**Non-compliant** If does not have an SOP document/mechanism for overtime work.
				3. Consistent application of SOPs/ mechanisms for overtime work for all levels of workers.	√		√	√		
			7. The work target determined must	1. Document on work target for workers		√	√	√		**Compliant** If having a work

			be in accordance with the capabilities of the workers and supporting facilities.	according to their field of work.						target document for workers. **Non-compliant** If not having a work target document for workers.
				2. Reward and sanctions system related to the achievement of work target.		√	√	√	√	
				3. Workers understand and accept the work targets determined including the reward and sanctions system.		√	√	√	√	
				4. Facilities and infrastructure are provided to improve performance in order to achieve the determined		√	√	√	√	

				targets.						
		4.4 Employing Child Labor and Discrimination in Employment Plantation Business actors are prohibited from employing child labor and discriminating according to legislation. (I, B, P)	1. Has complaints and reporting documents for workers.	1. Plantation Business actors' policy documents regarding the prohibition of employing under-age labor in accordance with applicable labor laws.	√		√	√		**Compliant** If having a Plantation Business actor's Policy document regarding the prohibition of employing labor/ children under 18 years of age. **Non-compliant** If not having a Plantation Business actor's Policy document
				2. There are records on dissemination of policy documents for Plantation Business actors regarding the prohibition of employing underage labor in accordance with applicable labor	√		√	√		

				laws. at all levels of workers and contractor workers.						regarding the prohibition of employing labor/ children under 18 years of age.
				3. There is a recording of a list of employees containing information about name, education, position, place and date of birth and so on.	√		√	√	√	
				3. There is a sign of prohibiting children from being around the work location which is dangerous for children and is known by all workers and workers' families.	√		√	√	√	
			2. Implementing an equal opportunity and	1. The related Plantation Business	√		√	√		**Compliant** If having related

			treatment policy to get a job opportunity.	actor's policy document will not discriminate against workers based on race, color, sex, religion, age and social status, in accordance with statutory regulations.						Plantation Business actor's policy document, it will not discriminate against workers based on race, color, sex, religion, age, social status, disability and other motives. **Non-compliant** If not having related Plantation Business actor's policy
				2. Dissemination of related Plantation Business actor's policy document will not discriminate against workers based on race, color, sex, religion, age, social status and disability.		√	√	√		
				3. Employment policies are socialized and known to the		√	√	√		

				workers at all levels.						document, it will not discriminate against workers based on race, color, sex, religion, age, social status, disability and other motives.
			3. Has complaints and reporting documents for workers.	1. There is a procedure for receiving and handling complaints and reporting from workers.	√		√	√		**Compliant** If the workers complaints and reporting documents are available **Non-compliant** If the workers complaints and
				2. Records of receipt and handling of complaints and reporting from workers are available.	√		√	√	√	

										reporting documents are not available
			4. Workers must be free from all forms of harassment, threats, physical and mental abuse from fellow workers or Plantation Business actor.	1. There is a document on mechanism for worker complaints and reporting regarding harassment, threats, physical and mental abuse from fellow workers or Plantation Business actor.	√		√	√		**Compliant** If having a complaint document and its mechanism. **Non-compliant** If not having a complaint document and its mechanism.
				2. There is a mechanism of complaint and reporting of workers socialized and acknowledged by	√		√	√		

				workers at all levels.						
		4.5 Facilitating Labor Union Formation Plantation Business actors facilitate the formation of a Labor Union in order to fight for workers' rights. (I, B, P)	1. There is a document on the formation of a Labor Union and a good meeting between Plantation Business actors and the Labors Union.	1. A document on the formation of a Labors' Union is available.	√		√	√		**Compliant** If having documents on the formation of a Labor Union and documents from the meeting results
				2. A recording of the meeting between the Plantation Business actor and the Labor Union is available.	√		√	√		**Non-compliant** If not having documents on the formation of a Labors' Union and meetings.
				3. Records of internal meetings of the Labor Union are available.	√		√	√		
			2. Has and	1. P	√		√	√		**Compliant**

			implementing policies related to Labor Union.							If having a document on Plantation Business actor's policy related to a Labor Union **Non-compliant** If not having a document on Plantation Business actor's policy related to a Labor Union
				2. There is evidence of policy dissemination for all levels of workers and contractors.		√	√	√		
			3. Has a list of workers who become the members of the Labor Union.	A list of workers who become the members of the Labor Union is available and up to date.		√	√	√		**Compliant** If having a list of workers who become the members of the Labor Union.

										Non-compliant If not having a list of workers who become the members of the Labor Union.
			4. Workers have the right to express their opinions and complaints through a clear mechanism including the Labor Union.	1. There is a documented mechanism for expressing opinions and complaints through the Labor Union.	√		√	√		**Compliant** If having a document on the mechanism for conveying opinions and complaints.
				2. Workers are aware of the mechanisms for expressing opinions and complaints through the Labor		√	√	√	√	**Non-compliant** If not having a document on the mechanism for

				Union.						submitting opinions and complaints.
			5. Workers have the right to form or join organizations or labor union.	1. Plantation Business actors have a policy of gathering, forming or joining organizations or labor union.		√	√	√		**Compliant** If having a record of Workers' rights to join organizations or Labors Union. **Non-compliant** If not having a record of Workers' rights to join organizations or Labors Union.
				2. Plantation Business actors conduct dissemination related to the policy so that workers know their rights.		√	√	√		
		4.6 Plantation Business actors Encourage and	1. Has a policy to support the formation of	1. Written document on policies in	√		√	√		**Compliant** If having a

		Facilitate the Formation of Workers and Employees Cooperatives (I, B, P)	cooperatives.	support of cooperative formation and providing facilities for cooperative formation.						policy document to support and provide facilities for the formation of cooperatives.
				2. Policy and policy dissemination is known to all workers.		√	√	√		**Non-compliant** If having policy documents to support and provide facilities for the formation of cooperatives.
			2. Has a cooperative formation document.	1. Worker and employee cooperatives hold an Annual Member Meeting (RAT).	√		√	√		**Compliant** If having documents and records on the implementation of Annual Member
				2. Cooperatives that have been formed must have a deed of	√		√	√		

				establishment, articles of association and bylaws.						Meeting (RAT).
				3. Plantation Business actors provide guidance and support to worker and employee cooperatives.	√		√	√		**Non-compliant** If not having documents and records on the implementation of Annual Member Meeting (RAT).
				4. Worker and employee cooperatives have real activities.	√		√	√		
			3. Has a list of workers and employees who become the members of the cooperative.	Up-to-date list of workers who become the members of cooperative.	√		√	√		**Compliant** If having a list of workers, a list of workers who become the members of cooperative. **Non-compliant** If not having a

										list of workers, a list of workers who become the members of cooperative.
5	**SOCIAL RESPONSIBILITY AND COMMUNITY ECONOMIC EMPOWERMENT**	**5.1 Community Social Responsibility** Plantation Business actors must have social, community commitment and develop the potential for local wisdom. (I, B, P)	1. Has a program to improve the welfare of the surrounding community.	1. Plantation Business actors identify responsibility programs to improve the welfare of local communities that involve the surrounding communities (community leaders, traditional leaders, village heads, and other related parties).		√	√	√	√	**Compliant** If it has a document on Plantation Business actor responsibility program by involving the surrounding community. **Non-compliant**
				2. There is a program to improve the welfare of the surrounding	√		√	√	√	If does not have a document on Plantation

				community based on the results of program identification.						Business actor responsibility program by involving the surrounding
				3. Establish a work program that is measured per year with the surrounding community as a form of corporate responsibility.	√		√	√	√	
			2. Has procedures related to the fulfillment of social responsibility.	Procedures are available: 1. Identification of potential social responsibility programs for Plantation Business actors.	√	√	√			**Compliant** Have procedural documents related to fulfilling responsibilities
				2. Implementation of working programs of the responsibilities of Plantation Business	√	√	√			**Non-compliant** Does not have procedural documents

				actors.						related to
				3. Monitoring the implementation of the responsibilities of the Plantation Business actors	√	√	√			fulfilling responsibilities
			3. Conduct development at the around of plantation through various activities including education, health, road construction, agriculture, productive business, sports, cultural and religious arts.	1. Physical evidence and documents of development activities around the plantation are available in accordance with the community welfare improvement program.	√		√	√	√	**Compliant** If having documents and physical evidence around the plantation.
				2. Conduct monitoring the implementation of the Plantation Business actor's responsibility		√	√	√		**Non-compliant** If does not have documents and physical evidence around

				program once a year. (in accordance with the provisions of the company's annual report according to Indonesian Government Regulation Number 47 of 2012 article 6)						the plantation.
				3. Conduct evaluation on the effectiveness of program implementation for the improvement of following year's program.	√		√	√		
			4. Has a report on the implementation of social responsibility programs/Corporate	Preparation of annual reports on social responsibility activities.		√		√		**Compliant** If having CSR implementation documents.

			Social Responsibility (CSR).							**Non-compliant** If don't have a CSR implementation document.
		5.2 Customary Law Community/Indigenous Peoples Empowerment Plantation Business actors play a role in the welfare of customary law communities (if any)/indigenous people in accordance with legislation	1. Has a program to preserve local wisdom.	1. Identification of the forms of local wisdom that still exist is done together with the local community.	√		√	√	√	**Compliant** If having the document as result of identification of the forms of local wisdom that still exist.
				2. Efforts made by Plantation Business actors to preserve the	√		√	√	√	**Non-compliant** If not having the document as

				remaining forms of local wisdom.						result of identification of the forms of local wisdom that still exist.
				3. Records of local wisdom preservation program implementation activities.	√		√	√	√	
			2. Programs to improve the welfare of customary law communities/indigenous peoples whose existence is recognized by the government.	1. There is a list of programs to improve the welfare of indigenous peoples whose existence is recognized by the government.	√		√	√		**Compliant** If having a document listing the welfare program for the customary law community.
				2. Records, physical evidence and implementation	√		√	√	√	**Non-compliant** If not having a document listing

				documents of the program to improve the welfare of indigenous peoples.						the welfare program for the customary law community.
		5.3 Local Business Development Plantation Business actors prioritize providing opportunities for purchasing/ procuring goods and services to communities around the plantation.	1. Plantation Business actor Partnerships with the third parties.	1. There is a document on cooperation agreement related to partnerships with third parties.		√	√			**Compliant** If having a document on Plantation Business actor partnership with a third party.
				2. Document related to the implementation of partnership is available.		√	√			**Non-compliant** If not having a document on Plantation Business actor partnership with a third party.

			2. Local business development programs are available to increase the opportunity to purchase/ procure goods and services from communities around the plantation.	List of local community business development programs inside and outside the Plantation Business actor's area.						**Compliant** If having a list of local community business development programs. **Non-compliant** If it does not have a list of local community business development programs
			3. Has transaction documents with local communities in the procurement of goods and services.	Physical evidence and documents of the implementation of local community business development programs inside and outside the		√	√	√		**Compliant** If having a transaction document with the local community

				area of the Plantation Business actor.						**Non-compliant** If not having a transaction document with the local community
6	**APPLICATION OF TRANSPARENCY**	**6.1 Known FFBS Sources (I, B, P)**	1. Has a system to find out the source of ISPO certified and uncertified FFBS suppliers.	There is an SOP that explains the procedures for receiving from all sources of suppliers including purchasing FFBS from third parties (including purchases from legal sources, criteria and determination of supplier risk categories).	√					**Compliant** If having Supplier Source Systems. **Non-compliant** If not having Source System Suppliers.
			2. Has	1. There is a	√		√	√		**Compliant**

			information on FFBS suppliers to POM.	record on the list of names of FFBS suppliers and the up-to-date FFBS sources						If having latest FFBS supplier information documents.
				2. There is a record document of receipt of FFBS in the POM.	√		√	√		**Non-compliant** If not having document information on FFBS supplier
		6.2 Calculations of K Index and Transparent Support Data	POM submits valid data and documents.	1. K index component record is available.	√		√	√		**Compliant** If it has a record. **Non-compliant** If not having a record.
				2. SOP for calculating the company's K index is available	√		√	√		**Compliant** If having SOP. **Non-compliant** If not having

										SOP.
		6.3 Application of Fair and Transparent FFBS Pricing *(I, B, P)*	POM periodically provides updated information on FFBS prices for FFBS supplier.	1. There is a copy of monthly FFBS pricing letter (for the past one year), from the Agency in charge for Plantation.	√		√	√		**Compliant** If having a copy. **Non-compliant** If not having a copy
				2. SOP for pricing is available if the prices used for non-partner Smallholder.	√		√	√		**Compliant** If having a copy. **Non-compliant** If not having a copy
				3. A copy of calculation of FFBS prices is available according to the standard operating	√		√	√		**Compliant** If having a copy. **Non-compliant**

				procedures stipulated for partner smallholder.						If not having a copy
				4. Proof of payment for FFBS from outside parties is available according to the agreed agreement.	√		√	√		**Compliant** If having a copy. **Non-compliant** If not having a copy
		6.4 Non-Confidential Information Disclosure and Handling Complaints. The provision of data and information to the relevant agencies and other stakeholders apart from the excluded information in accordance with	1. There is a system for providing information to stakeholders in accordance with legislation.	1. There is an SOP for providing information that is not excluded and does not have a negative impact on the economy, environment and social aspects.	√		√	√	√	**Compliant** If having SOP. **Non-compliant** If not having SOP.
			2. Has a document providing information to	There is a document providing excluded information to	√		√	√	√	**Compliant** If having documents.

		legislation. (I, B, P)	stakeholders in accordance with applicable regulations.	stakeholders in accordance with applicable regulations.						**Non-compliant** If not having documents.
			3. Has a response document or information service on requests for information from the stakeholders.	There is a response document or information service on requests from stakeholders according to their needs.	√		√	√	√	**Compliant** If having documents. **Non-compliant** If not having documents.
			4. System and realization of handling complaints from stakeholders.	There is an SOP for handling complaints from internal and external parties, including complaints related to products in the supply chain system.	√		√	√		**Compliant** If having documents. **Non-compliant** If not having documents.
			5. Has beneficial ownership (BO)	Information documents are available in the	√		√	√		**Compliant** If having

			documents.	form of beneficial owners from the plantation companies which are submitted through the Plantation Information System (SIPERIBUN).						documents. **Non-compliant** If not having documents.
		6.5 Has a Commitment Not To Do Act that is Indicated as Bribery (I, B, P)	Has and declare an honest business code of ethics and free of corruption which has been socialized to the public.	1. There are policies related to the code of ethics for business conduct, prevention and eradication of money laundering, eradication of corruption crimes and prevention and eradication of corruption which are legalized by the management of	√		√	√		**Compliant** If having SOP Code of Ethics. **Non-compliant** If not having SOP Code of Ethics.

				Plantation Business actors.						
				2. There are evidences of declaration and or dissemination of mechanisms related to code of ethics to all levels of workers and third parties.	√		√	√		**Compliant** If having SOP Code of Ethics. **Non-compliant** If not having SOP Code of Ethics.
		6.6 Has a Traceability Supply Chain System (I, P)	1. Establish and implement supply chain model and system	1. There is an evidence of establishment of supply chain system models and procedures	√		√	√		**Compliant** If having documents and documented commitments and there are no procedures related to their implementation.
				2. There is a documented commitment regarding the establishment of the supply chain model	√		√	√		

				applied by the POM and the procedures related to the application of the model choice.						**Non-compliant** If not having documents and documented commitments and there is no implementation procedure.
				3. The available of document on handling non-conformity with claims and other deviation in the ISPO certified products and/or related documents.	√		√	√		**Compliant** If having documents. **Non-compliant** If not having documents.
			2. Has complete information on purchase and sale transaction	1. The available of purchase transaction documents which	√		√	√		**Compliant** If having documents.

			documents which at least includes the following information: a. seller's name and address, b. buyer's name and address, c. destination of delivery, d. product identification among others cpo, pko, shells, and other by-products, including the suitability of supply chain model applied, e. the number of products delivered, f. number of products	include agreements, weigh notes/tickets, cover letters, delivery notes including letter of goods delivery						**Non-compliant** If not having documents.
				2. The available of selling transaction documents which include agreements, weigh notes/tickets, cover letters, delivery notes including letter of goods delivery.	√		√	√		**Compliant** If having documents. **Non-compliant** If not having documents.

			received or shipped, g. date of loading and delivery, h. shipping/ transportation documentation, i. ISPO certificate number, j. validity period of the ISPO certificate, k. unique identifier number.							
			3. Application of the supply chain system with the segregation model.	1. There are facilities that support the physical separation of certified and non-ISPO certified products at every stage of production, storage processing and	√		√	√	√	**Compliant** If having facilities that support product separation **Non-compliant** If not having

				shipping transportation throughout the supply chain.						facilities that support product separation.
				2. There is a record of facility flushing at the time of supply chain model changes and record of separation of non-ISPO certified products.	√		√	√	√	**Compliant** If having a record. **Non-compliant** If not having a record.
				3. There is a follow-up SOP for handling contaminated products.	√		√	√	√	**Compliant** If having SOP. **Non-compliant** If not having SOP.
				4. There are documents that prove physical separation at storage, processing and	√		√	√	√	**Compliant** If having documents.

				transportation facilities.						**Non-compliant** If not having documents.
			4. Application of a mass balance supply chain system.	1. Available data on ISPO certified products sold and purchased, includes following information: a. list of suppliers, b. material entry notes, c. production records, d. storing record, e. delivery notes, f. list of buyers.	√		√	√	√	**Compliant** If data is available. **Non-compliant** If no data is available.
				2. There is data for assurance (verification/validation) that the number of ISPO certified products does not exceed the	√		√	√	√	**Compliant** If data is available. **Non-compliant** If no data is

				total number stated in the certificate.						available.
				2.1 If using a continuous accounting system, periodic reconciliation reports are available with the following conditions: a. daily basis monitoring (real-time), b. the quantity of ISPO certified product delivered to customers from the mill does not exceed the quantity produced on a daily record basis. c. Products produced during the freezing period cannot be	√		√	√	√	**Compliant** If data is available. **Non-compliant** If no data is available.

				certified at ISPO.						
				2.2 If using a system for recording periodic transactions (fixed inventory period), there is available a reconciliation report of maximum periodic for 3 (three) months provided that: a. total volume/weight of ISPO certified product in and out of balance, b. at the end of the reconciliation period there are no negative stocks for ISPO certified products, c. If there is excessive	√		√	√	√	**Compliant** If data is available. **Non-compliant** If no data is available.

				recording at the end of reconciliation period. Unused credits can be transferred and recorded for the next reconciliation period as long as the ISPO certificate is valid.						
			5. Has a control mechanism for outsourced activities.	6. There is an SOP for controlling outsourced activities.	√		√	√		**Compliant** If SOP is available. **Non-compliant** If no SOP is available.
				2. There is an agreement/contract document covering outsourced activities with all contractors that	√		√	√		**Compliant** If there is evidence of agreement/contract

				carry out physical handling of ISPO certified products, material ownership status.						**Non-compliant** If there is no proof of agreement/ contract is available
				3. The ISPO supply chain system dissemination document is available to contractors.	√		√	√		**Compliant** If there is evidence of dissemination. **Non-compliant** If there is no evidence of dissemination.
			6. Has a supply chain system record control mechanism that is implemented and remains available for at	1. A record control SOP is available.	√		√	√		**Compliant** If SOP is available. **Non-compliant**

			least 5 (five) years.							If no SOP is available.
				1. There is a supply chain record that is kept for at least 5 (five) years.	√		√	√		**Compliant** If a record is available. **Non-compliant** If a record is not available.
			7. Has personnel who are competent in the implementation and maintenance of the supply chain system.	1. There are competency requirements criteria and a list of the personnel involved in the ISPO supply chain system.	√		√	√		**Compliant** If data is available. **Non-compliant** If data is not available.
				2. A personnel training needs plan is available.		√	√			**Compliant** If data is available.

										Non-compliant If data is not available.
				3. Realization of personnel training is available.	√		√	√		**Compliant** If data is available. **Non-compliant** If data is not available.
				4. An evaluation of training results is available.		√	√	√		**Compliant** If data is available. **Non-compliant** If data is not available.
			8. Has adequate infrastructure in the implementation and	1. There is a storage capacity layout for ISPO certified products	√		√	√	√	**Compliant** If there is a storage layout

			maintenance of the supply chain system.	according to the production capacity.						document available. **Non-compliant** If no document storage layout is available.
				2. There is a balance infrastructure that has been calibrated.	√		√	√	√	**Compliant** If there is infrastructure and tera data. **Non-compliant** If there is no infrastructure and tera data.
				3. There is an information management system that supports the supply	√		√	√	√	**Compliant** If an information management

				chain system and is implemented.						system is available. **Non-compliant** If no Information management system is available.
			9. Registration of total production and sales quantities of the ISPO certified products.	1. A copy of the transaction reporting for ISPO certified products is available to Certification Bodies that issue ISPO certificates before delivery.	√		√	√		**Compliant** If having reporting records. **Non-compliant** If not having reporting records
				2. When an ISPO IT system is available,	√		√	√		**Compliant** If registered and

				transaction registration and reporting must be carried out in the IT system before delivery.						have proof of reporting **Non-compliant** If it is not registered and has proof of reporting
7	**IMPROVEMENT OF SUSTAINABLE BUSINESS** Plantation Business actors and the product processing unit is obliged to improve performance (technical, economic, social and environmental) in a sustainable manner by developing and	**7.1 Has a system to monitor & update the validity period of all legal documents *(I, B, P)***	1. Has a list of all legal documents held by a Plantation Business actor which contains the following information but is not limited to: a. document name, b. document issue date, c. expiration date of the document.	1. There is a mechanism to monitor and update the legality documents of plantation Business actors.	√		√	√		**Compliant** If having a list of legal documents. **Non-compliant** If not having a list of legal documents.
				2. There is a list of documents showing information on the legality of operational	√		√	√		

	implementing action plans that support the increase of sustainable production.			activities, including: name, date of issue and expiration date.						
				3. There are personnel who are responsible for all the required documents.		√	√	√		
			2. All legal documents are still valid in accordance with their respective provisions.	1. A plan document and completion target for legality documents in the process (renewal or initial publication) are available.	√		√	√		**Compliant** If the legal documents are still valid. **Non-compliant** If it is not a legal document and is no longer valid.
				2. There are personnel who are responsible for	√		√	√		

				all of the legality documents of Plantation Business actors.						
		7.2 Has Measurable Social Responsibility and Economic Empowerment Programs for Certain Periods (I, B, P)	1. There is a management review document conducted by Plantation Business actors for all operational activities based on sustainable business principles.	1. There is a management review document that is legalized and covers all the operational activities of the Plantation Business actor on the principle of a sustainable business which is routinely carried out at least once a year.	√		√	√		**Compliant** If having documents. **Non-compliant** If not having documents.
				2. A record of ISPO internal audit result carried out by personnel who have	√		√	√		

				attended ISPO training is available.						
			2. Plantation Business actors implement improved operational activities based on sustainable business principles.	1. There is a record of corrective and preventive actions from the ISPO internal audit results.	√		√	√		**Compliant** If having improvement record. **Non-compliant** If not having improvement record.
				2. There is a follow-up record of the inspection results of the related agencies.	√		√	√		
				3. Records of improvements and increases are available as follow-up of	√		√	√		

				decision of the management review .						
				4. There is a record of the application of new technology as a result of both internal and external research.	√		√	√		
				5. There is an evaluation of each ISPO internal audit improvement activity, management review.	√		√	√		

MINISTER OF AGRICULTURE

REPUBLIC OF INDONESIA

signed

SYAHRUL YASIN LIMPO

ANNEX II TO
REGULATION OF THE MINISTER OF AGRICULTURE OF THE REPUBLIC OF INDONESIA
NUMBER 38 OF 2020
ON
CERTIFICATION OF INDONESIAN SUSTAINABLE PALM OIL PLANTATION

PRINCIPLES AND CRITERIA OF INDONESIAN SUSTAINABLE PALM OIL (ISPO) PLANTATION FOR SMALLHOLDER

NO	PRINCIPLES	CRITERIA	INDICATOR	VERIFIER	WEIGHT OF VERIFIER		VERIFICATION METHOD			ASSESSMENT NORMS
					Mandatory	Improvement	Document Review	Interview	Observation	
1.	**COMPLIANCE WITH LEGISLATION**	**1.1 Legality and Smallholder Management**	1. Has a land certificate, land sale and purchase deeds, girik *(title of land ownership)*, and other legal proof of land ownership.	1) Right to Land (HGU, SHM) must be shown such as land certificates, land sale and purchase deeds, girik *(title of land ownership)*, and other	√		√	√	√	**Compliant** If the smallholder has a land certificate, land sale and purchase deeds,

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					Mandatory	Improvement	Document Review	Interview	Observation	
				proof of ownership.						*(title of land ownership)*, and other legal proof of land ownership. **Non-compliant** If the smallholder don't have land certificate, land sale and purchase deeds, *(title of land ownership)*, and other legal proof of land
				(2) Land right which is being processed, must be able to show the arrangement letters/ documents	√		√	√	√	
				(3) The name of the holder of Land Rights (S-HGU, S-HM) matches the name of the certification unit.	√		√	√	√	
				(4) The area of land rights (S-HGU, S-HM, cannot be bigger than STDB.	√		√	√	√	
				(5) The operational area is in accordance with	√		√	√	√	

NO	PRINCIPLES	CRITERIA	INDICATOR	VERIFIER	WEIGHT OF VERIFIER		VERIFICATION METHOD			ASSESSMENT NORMS
					Mandatory	Improvement	Document Review	Interview	Observation	
				the Land Rights (S-HGU, S-HM) where there are Land Rights.						ownership. Or The name of the land title holder does not match to the name applying for the certificate. The land area managed not to exceed the area of land in land rights.

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					Mandatory	Improvement	Document Review	Interview	Observation	
		1.2 Location of Smallholder	Smallholder's land refers to spatial planning.	(1) Land in a location permit is in accordance with the Regional Spatial Plan (RTRW).	√		√	√	√	**Compliant** If the smallholder's land is in accordance with the Plan Regional Spatial Planning (RTRW). **Non-compliant** If the smallholder's land is not in accordance with the RTRW.
				(2) The location of the Smallholder does not overlap with other permits for which there is already a land title.	√		√	√	√	
		1.3 Land Dispute and	***When there have been***	(1) Identification	√		√	√	√	**Compliant**

NO	PRINCIPLES	CRITERIA	INDICATOR	VERIFIER	WEIGHT OF VERIFIER		VERIFICATION METHOD			ASSESSMENT NORMS
					Mandatory	Improvement	Document Review	Interview	Observation	
		Compensation and Other Disputes Smallholder must ensure that plantation land is free from dispute status with surrounding communities or other disputes.	***land disputes and other disputes*** 1. Has a deliberation progress document for dispute resolution and an available map of the location of land disputes.	results of disputed areas are available in all operational areas within the plantation location.						If there is a document on the identification of the dispute area, with a map of the land/sketch to be in dispute and a report on the dispute resolution process. **Non-compliant** If there is no a document on the identification of the dispute area,
				(2) There is a land map/sketch to be in dispute.	√		√	√	√	
				(3) There is a report on the dispute resolution process that has been reported to the relevant agency and its receipt.	√		√	√	√	

NO	PRINCIPLES	CRITERIA	INDICATOR	VERIFIER	WEIGHT OF VERIFIER		VERIFICATION METHOD			ASSESSMENT NORMS
					Mandatory	Improvement	Document Review	Interview	Observation	
										with a map of the land/sketch to be in dispute and a report on the dispute resolution process.
			2. Has a copy of the agreement that has been agreed upon.	There is an agreement document related to the dispute resolution report including information about the boundaries of the disputed plantation		√	√	√	√	**Compliant** If having a copy document of the agreement agreed. **Non-compliant** If not having a copy document of the agreement

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					Mandatory	Improvement	Document Review	Interview	Observation	
		1.4 Legality of Plantation Business	Plantation Business Registration Certificate for Cultivation (STD-B).	(1) For land <25 ha, STD documents are available according to the location of the plantation.	√		√	√	√	**Compliant** If having STDB document. **Non-compliant** If not having STDB document.
				(2) STDB is issued by the competent institution, in accordance with applicable legislation.	√		√	√	√	
		1.5 **Obligations related to Environmental Permits** The farmer groups or	1. Has an environmental permit according to SPPL.	(1) There are SPPL documents issued by related agencies	√		√	√		**Compliant** If having an SPPL document issued by an

NO	PRINCIPLES	CRITERIA	INDICATOR	VERIFIER	WEIGHT OF VERIFIER		VERIFICATION METHOD			ASSESSMENT NORMS
					Mandatory	Improvement	Document Review	Interview	Observation	
		farmer cooperatives are required to comply with the requirements and must have an Environmental Management and Monitoring Letter (SPPL).		(2) SPPL is issued by the authorized agency.	√		√	√		authorized agency. **Non-compliant** If not having an SPPL document issued by an authorized agency.
			2. Has a record of SPPL implementation.	(1) A record of the implementation of the SPPL is available.	√		√	√	√	**Compliant** If having notes.
				(2) Making and submitting SPPL implementation reports to the related agencies.	√		√	√	√	**Non-compliant** If not having notes.
2	**APPLICATION**	**2.1 Smallholder**	1. Smallholder have	Has proof that the	√		√	√		**Compliant**

NO	PRINCIPLES	CRITERIA	INDICATOR	VERIFIER	WEIGHT OF VERIFIER		VERIFICATION METHOD			ASSESSMENT NORMS
					Mandatory	Improvement	Document Review	Interview	Observation	
	OF GOOD AGRICULTURE PRACTICES	**Institutional Organization** Smallholder can join in the farmer groups or cooperatives as a joint forum to fulfill the aspirations and needs of their members.	institutions in the form of farmer groups or cooperatives.	Smallholder entered farmer groups and/or cooperatives.						If having a proof/ evidence. **Non-compliant** If not having a proof/ evidence.
			2. Has documents on the formation of farmer groups and/or cooperatives that are recognized by the authorized official.	(1) Records of farmers group formation and/or cooperatives are available along with the composition of their management, complete with job descriptions for each manager to support the smooth running of activities	√		√	√		**Compliant** If having a document on the formation of a farmer group. **Non-compliant** If not having a document on the formation of a farmer group.

NO	PRINCIPLES	CRITERIA	INDICATOR	VERIFIER	WEIGHT OF VERIFIER		VERIFICATION METHOD			ASSESSMENT NORMS
					Mandatory	Improvement	Document Review	Interview	Observation	
				(2) There is a document on the institutional organization of Smallholder or cooperatives complete with a deed of establishment and Bylaw (AD)/Rules of Association (ART) in the Smallholder, farmer groups and/or cooperatives.	√		√	√		
				Cooperative legal entity documents are available in accordance with statutory regulations.	√		√	√		

NO	PRINCIPLES	CRITERIA	INDICATOR	VERIFIER	WEIGHT OF VERIFIER		VERIFICATION METHOD			ASSESSMENT NORMS
					Mandatory	Improvement	Document Review	Interview	Observation	
				(4) There is a document on the list of members of farmer groups and cooperatives with a minimum number of 20-30 Smallholder per group or adjusted to the environmental conditions of the community and their farming businesses.	√		√	√		
		2.2 Smallholder Management	1. Has a plan document for the operational activities of Smallholder, farmer groups and/or cooperatives.	There is a document on the operational activities plan covering the needs of production facilities, production estimation,	√		√	√		**Compliant** If having document. **Non-compliant** meet

NO	PRINCIPLES	CRITERIA	INDICATOR	VERIFIER	WEIGHT OF VERIFIER		VERIFICATION METHOD			ASSESSMENT NORMS
					Mandatory	Improvement	Document Review	Interview	Observation	
				plant maintenance activities, pest/PLANT DISTURBING ORGANISM control, harvesting, transporting FFBS, terracing maintenance, drainage, production roads and so on, as well as replanting plans if necessary.						If not having documents.
			2. A report on the activities of Smallholder, farmer groups and/or cooperatives is available.	There is a sufficiently complete report document on the activities of farmer groups and/or cooperatives.	√		√	√		**Compliant** If having documents. **Non-compliant**

NO	PRINCIPLES	CRITERIA	INDICATOR	VERIFIER	WEIGHT OF VERIFIER		VERIFICATION METHOD			ASSESSMENT NORMS
					Mandatory	Improvement	Document Review	Interview	Observation	
										If not having documents.
		2.3 Agricultural practices and transportation of oil palm								
		2.3.1. Land Clearing Land clearing which meets the principles of soil and water conservation.	Has and implement SOPs and work instructions for land clearing without burning.	(1) SOP for land clearing is available, referring to the Technical Guidelines for Opening Land without Burning from the Directorate General of Land and Building, Ministry of Agriculture and guidelines from	√		√	√		**Compliant** If having SOP on documentation of record of land clearing without burning, planting on sloping land.

NO	PRINCIPLES	CRITERIA	INDICATOR	VERIFIER	WEIGHT OF VERIFIER		VERIFICATION METHOD			ASSESSMENT NORMS
					Mandatory	Improvement	Document Review	Interview	Observation	
				other agencies.						**Non-compliant** If not having SOP on documentation of record of land clearing without burning, planting on sloping land.
				(2) There is documentation/recording of land clearing activities without burning.	√		√	√		
				(3) There are records of planting on sloping land that can be planted by terracing.	√		√	√		
				(4) There are records of planting on land requiring conservation by making drainage and terracing systems.	√		√	√		
		2.3.2. Seedlings To support plant	1. Using plant seeds from seed producers that	(1) There is a record using seeds according	√		√	√		**Compliant** If having a

NO	PRINCIPLES	CRITERIA	INDICATOR	VERIFIER	WEIGHT OF VERIFIER		VERIFICATION METHOD			ASSESSMENT NORMS
					Mandatory	Improvement	Document Review	Interview	Observation	
		productivity from Smallholder, the seeds used must come from seed sources that have received a recommendation from the government.	have received certificates from agency authorized and recognized by the Ministry of Agriculture.	to the standards released by the Government						Document on the use of seeds according to government standards. **Non-compliant** If not having a Document on the use of seeds according to government standards.
				(2) There are dissemination records and information related to certified seeds through Gapoktan and farmer groups.	√		√	√		
				(3) The use of seeds from seed source companies/ breeders	√		√	√		

NO	PRINCIPLES	CRITERIA	INDICATOR	VERIFIER	WEIGHT OF VERIFIER		VERIFICATION METHOD			ASSESSMENT NORMS
					Mandatory	Improvement	Document Review	Interview	Observation	
				stipulated by the government are available.						
				(4) There is a record of seed origin which can be provided by companies that cooperates with independent Smallholder.	√		√	√		
				(5) There is a certificate regarding the use of seeds from the Agency in charge of Plantations/Seedling and Plant Protection Agency/Sees UPTD.	√		√	√		

NO	PRINCIPLES	CRITERIA	INDICATOR	VERIFIER	WEIGHT OF VERIFIER		VERIFICATION METHOD			ASSESSMENT NORMS
					Mandatory	Improvement	Document Review	Interview	Observation	
			2. Has a record of seed origin.	Seedling documents/ records are available at Smallholder, farmer groups and cooperatives.	√		√	√		**Compliant** If having documents. **Non-compliant** If not having documents.
		2.3.3 Planting on Mineral Land Independent Smallholder in planting must be in accordance with the technical standards in supporting plant productivity.	1. Has and implement planting SOPs in accordance with Good Agriculture Practices (GAP).	(1) SOPs for planting with reference to GAP are available	√		√	√		**Compliant** If having documents. **Non-compliant** If not having documents
				(2) SOPs for planting technical guidelines are available and shall	√		√	√		

NO	PRINCIPLES	CRITERIA	INDICATOR	VERIFIER	WEIGHT OF VERIFIER		VERIFICATION METHOD			ASSESSMENT NORMS
					Mandatory	Improvement	Document Review	Interview	Observation	
				include: (a) the realization of the planting area, (b) regulating the number of plants and spacing according to the field conditions and good agriculture cultivation practices, (c) making terraces for sloping land.						
			2. Has a record of planting implementation.	There are data on planting year, seed source, landarea, number of plants per hectare, fertilizer use, pest and disease	√		√	√		**Compliant** If having data. **Non-compliant** If not having data

NO	PRINCIPLES	CRITERIA	INDICATOR	VERIFIER	WEIGHT OF VERIFIER		VERIFICATION METHOD			ASSESSMENT NORMS
					Mandatory	Improvement	Document Review	Interview	Observation	
				management/ handling, types of herbicides, insecticides, pesticides and fungicides.						
		2.3.4. Planting on Peatlands Planting oil palm in independent plantations on peatlands can be done by paying attention to the characteristics of peatlands so that they do not cause damage to environmental functions.	Has a record for planting on peatlands which refers to the prevailing legislation.	(1) There is a record on planting carried out on a peatland, in accordance with applicable regulations (Reference to Permentan (Minister of Agriculture), Government Regulation Number 71/2014 in conjunction with Government Regulation Number	√		√	√		**Compliant** If having documents. **Non-compliant** If not having documents

NO	PRINCIPLES	CRITERIA	INDICATOR	VERIFIER	WEIGHT OF VERIFIER		VERIFICATION METHOD			ASSESSMENT NORMS
					Mandatory	Improvement	Document Review	Interview	Observation	
				57/2018, Ministerial Regulation Number 10/2019).						
				(2) Mineral soil layer under peat is not quartz sand or acid sulphate soils and on peatlands with a mature (sapric) level. The area is left at least 30% not planted for conservation (applies to plantations that were opened after the regulation came into effect).	√		√	√		
				(3) There is a record on the arrangement of	√		√	√		

NO	PRINCIPLES	CRITERIA	INDICATOR	VERIFIER	WEIGHT OF VERIFIER		VERIFICATION METHOD			ASSESSMENT NORMS
					Mandatory	Improvement	Document Review	Interview	Observation	
				number of plants and the spacing according to field conditions and best cultivation practices.						
				(4) There is a record on soil cover crops	√		√	√		
				(5) There is a record on groundwater level setting between 60 - 80 cm by making plantation water systems (worm drains) to inhibit CO2 emissions from peatlands.	√		√	√		
		2.3.5. Plant	1. Has SOPs and work	(1) It is available plant	√		√	√		**Compliant**

NO	PRINCIPLES	CRITERIA	INDICATOR	VERIFIER	WEIGHT OF VERIFIER		VERIFICATION METHOD			ASSESSMENT NORMS
					Mandatory	Improvement	Document Review	Interview	Observation	
		Maintenance Plant maintenance to support plant productivity.	instructions for plant maintenance.	population data according to the stipulated standard by inserting it.						If having data documents on the number of plants, maintenance of plants, cover crops. **Non-compliant** If not having data documents on the number of plants, maintenance of circle weeding, cover crops.
				(1) Records of circle weeding maintenance are available.	√		√	√		
				(3) Records of cover crop maintenance are available on TBM. (a) plantation sanitation and weed weeding, (b) recommendation and realization of fertilization, (c) report on plant maintenance activities	√		√	√		

NO	PRINCIPLES	CRITERIA	INDICATOR	VERIFIER	WEIGHT OF VERIFIER		VERIFICATION METHOD			ASSESSMENT NORMS
					Mandatory	Improvement	Document Review	Interview	Observation	
			2. Has a record regarding plant fertilization and the implementation of plant maintenance.	Available data on the type and amount of fertilizers and pesticides used.	√		√	√		**Compliant** If having data. **Non-compliant** If not having data.
		2.3.6. Control of plant-disturbing organism Smallholder, farmer groups, cooperatives must observe pest management by implementing Integrated Pest Management (IPM) in accordance with technical provisions with due regard to	1. Has and implements Technical Guidelines for Integrated Pest Management (IPM)	(1) SOPs for pest management guidelines are available which ensure that pest management is carried out by integrated pest management/IPM, namely through cultivation techniques, plantation hygiene, use of natural enemies.	√		√	√		**Compliant** If having SOP. **Non-compliant** If not having SOP

NO	PRINCIPLES	CRITERIA	INDICATOR	VERIFIER	WEIGHT OF VERIFIER		VERIFICATION METHOD			ASSESSMENT NORMS
					Mandatory	Improvement	Document Review	Interview	Observation	
		environmental aspects.		(parasitoids, predators and biological agents), mechanically and with limited and wise use of pesticides.						
				(2) There is a document on pesticide used has been registered at the Pesticide Commission of the Ministry of Agriculture.	√		√	√		
			2. Has pest management facilities according to technical instructions and trained control personnel (team)	(1) There is a storage room for tools and chemicals for pest management.	√		√	√		**Compliant** If it has storage space, handle pesticide waste. **Non-compliant**
				(2) SOPs for handling pesticide waste are	√		√	√		

NO	PRINCIPLES	CRITERIA	INDICATOR	VERIFIER	WEIGHT OF VERIFIER		VERIFICATION METHOD			ASSESSMENT NORMS
					Mandatory	Improvement	Document Review	Interview	Observation	
				available according to technical instructions to minimize the negative impact on the environment.						If does not have storage space, handle pesticide waste.
		2.3.7. Harvesting Smallholder, farmers group, cooperatives ensure that harvests are carried out on time and in the right way.	1. Has a technical reference for harvested fruit is ripe fruit and done at the right time.	(1) There is a record of the preparation of manpower, equipment and supporting facilities.	√		√	√		**Compliant** If it has a labor preparation document, determine the criteria of ripe fruit. **Non-compliant** If does not have a labor preparation

NO	PRINCIPLES	CRITERIA	INDICATOR	VERIFIER	WEIGHT OF VERIFIER		VERIFICATION METHOD			ASSESSMENT NORMS
					Mandatory	Improvement	Document Review	Interview	Observation	
										document, determine the criteria of ripe fruit.
				(2) SOP is available for determining the criteria for harvest ripe and harvest cycle according to technical instructions.	√		√	√		
				(3) The availability of SOP Criteria for Determination of Mature Harvest are: (i) Less ripe (12.5% - 25% of fruit outside the fruit) reddish	√		√	√		

NO	PRINCIPLES	CRITERIA	INDICATOR	VERIFIER	WEIGHT OF VERIFIER		VERIFICATION METHOD			ASSESSMENT NORMS
					Mandatory	Improvement	Document Review	Interview	Observation	
				(ii) Ripe 1 (26% - 60% outer fruit bunched) shiny red fruit. (iii) Ripe 2 (61% - 75% outer fruit, loose) orange fruit.						
			2. Has records/notes on harvesting implementation.	Records of harvest plans, harvest records, harvest results are available.	√		√	√		**Compliant** If having document. **Non-compliant** If not having document
		2.3.8. Fruit Transportation The Smallholder ensures that the FFBS is	Has and carry out technical instructions on transporting FFBS.	(1) SOP for transportation means and supporting facilities are available.	√		√	√		**Compliant** If having SOP for transportation

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		harvested stream transported immediately to the buyer's place to avoid damage to the fruit.		(2) The availability of SOP and fruit records must be protected from damage, contamination, loss and timeliness of arriving at the processing site	√		√	√		and good quality FFBS. **Non-compliant** If does not have SOP for transportation and good quality FFBS.
				(3) Records of good quality FFBS are available even though there is a distance from the plantation to the processing mill	√		√	√		
3	**MANAGEMENT OF THE**	**3.1 Prevention and Overcoming Fire**	Implement fire prevention and control	(1) Fire prevention mechanism/guidelines/	√		√	√	√	**Compliant** If having SOP

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	ENVIRONMENT, NATURAL RESOURCES, AND BIODIVERSITY	The Independent Smallholder must take precautions and containment fire in their plantations in their respective neighborhoods.	jointly with local residents and closest related agencies according to the Guidelines for Fire Prevention and Management.	SOP document.						on the mechanisms/ guidelines for prevention of fire overcoming including information on areas prone to fire and the availability of fire prevention facilities and infrastructure. **Non-compliant** If having SOP
				(2) Documents containing information on areas that is prone to fire.	√		√	√	√	
				(3) Availability of equipment to prevent fire.	√		√	√	√	
				(4) A fire emergency response simulation is carried out periodically.	√		√	√	√	

NO	PRINCIPLES	CRITERIA	INDICATOR	VERIFIER	WEIGHT OF VERIFIER		VERIFICATION METHOD			ASSESSMENT NORMS
					Mandatory	Improvement	Document Review	Interview	Observation	
										on the mechanisms/ guidelines for prevention of fire overcoming including information on areas prone to fire and the availability of fire prevention facilities and infrastructure.
		3.2 Conservation of Biodiversity The independent	1. Knowing the presence of animals and plants in the area and around the	(1) There is a plan and realization of the identification of rare		√	√	√	√	**Compliant** If it has data on the endangered

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					Mandatory	Improvement	Document Review	Interview	Observation	
		Smallholder must maintain and conserve biodiversity areas that are managed in accordance with applicable regulations.	plantation and after starting the business plantation	animals and plants in the plantation location.						animals found in the plantation area. **Non-compliant** If does not have a list of endangered animals and plants, or if workers find endangered species that are protected.
				(2) There is a mechanism to protect rare animals and plants that are identified at the location of the plantation.		√	√	√	√	
				(3) There are no rare animals caught by Smallholder/ smallholder workers, or no Smallholder who maintain wild animals in accordance with the applicable government regulations.		√	√	√	√	

NO	PRINCIPLES	CRITERIA	INDICATOR	VERIFIER	WEIGHT OF VERIFIER		VERIFICATION METHOD			ASSESSMENT NORMS
					Mandatory	Improvement	Document Review	Interview	Observation	
			2. Has a record on the presence of animals and plants in the plantation and around the plantation.	List of rare animals and plants found in the plantation area.		√	√	√	√	**Compliant** If having a record on the presence of animals and plants in the plantation and around the plantation. **Non-compliant** If there is no record on the presence of wild animals and rare plants at the location of the

NO	PRINCIPLES	CRITERIA	INDICATOR	VERIFIER	WEIGHT OF VERIFIER		VERIFICATION METHOD			ASSESSMENT NORMS
					Mandatory	Improvement	Document Review	Interview	Observation	
										smallholder or records are available but they are not up to date.
4	**APPLICATION OF TRANSPARENCE**	**4.1 Sales and Price Agreements for FFBS** FFBS is sold to plantation companies at a price that refers to the price fixing for the palm oil FFBS produced by the Smallholder.	1. Has FFBS price information based on the price set by the FFBS Pricing Team for each sale purpose.	There is information on the price of FFBS which is used as a reference by the Smallholder from the Government.	√		√	√		**Compliant** If it has an information on FFBS price. **Non-compliant** If does not have an information on FFBS price
			2. There is a record on the price of FFBS and the realization of	(1) There is a record of FFBS prices and purchase realization by	√		√	√		**Compliant** If it has a record on FFBS price,

NO	PRINCIPLES	CRITERIA	INDICATOR	VERIFIER	WEIGHT OF VERIFIER		VERIFICATION METHOD			ASSESSMENT NORMS
					Mandatory	Improvement	Document Review	Interview	Observation	
			purchases by the company/ mill and a source of price information for the determination of the purchase price of FFBS which is regularly monitored by the Smallholder, farmer groups and/or cooperatives.	buyers, companies and mills and available sources of price information for price fixing of FFBS which are regularly monitored by Smallholder, farmer groups and/or cooperatives routinely.						sales realization documents, cooperation documents. **Non-compliant** If does not have a record on FFBS price, sales realization documents, cooperation documents.
				(2) Sales realization documents are available.	√		√	√		
				(3) There is a partnership cooperation agreement document signed by both parties and the Head of	√		√	√		

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					Mandatory	Improvement	Document Review	Interview	Observation	
				Regency/Province Cq. Head of Plantation Office						
		4.2 Provision of data & Information Provision of data and information to relevant agencies and other stakeholders other than information that is exempted in accordance with legislation.	1. SOP on Information service	SOP on Information service document consisting of receiving requests for information and follow-up requests for information.		√	√	√		**Compliant** If there is SOP for information service documents consisting of receiving requests for information and follow-up requests for information. **Non-compliant**

NO	PRINCIPLES	CRITERIA	INDICATOR	VERIFIER	WEIGHT OF VERIFIER		VERIFICATION METHOD			ASSESSMENT NORMS
					Mandatory	Improvement	Document Review	Interview	Observation	
										If there is no SOP for information service documents consisting of receiving requests for information and follow-up requests for information.
			2. Has a document providing information to stakeholders in accordance with applicable regulations	Records of providing information to stakeholders and follow-up requests for information.		√	√	√		**Compliant** If it is available a record on providing information to

NO	PRINCIPLES	CRITERIA	INDICATOR	VERIFIER	WEIGHT OF VERIFIER		VERIFICATION METHOD			ASSESSMENT NORMS
					Mandatory	Improvement	Document Review	Interview	Observation	
										stakeholders and there is a follow-up request for information. **Non-compliant** If it is not available a record on providing information to stakeholders and there is a follow-up request for information.

NO	PRINCIPLES	CRITERIA	INDICATOR	VERIFIER	WEIGHT OF VERIFIER		VERIFICATION METHOD			ASSESSMENT NORMS
					Mandatory	Improvement	Document Review	Interview	Observation	
			3. Has a response document or information services for requests of information from stakeholders.	Records on the responses or information services for requests of information from stakeholders.		√	√	√		**Compliant** If available records of responses or information services to requests for information from stakeholders. **Non-compliant** If there is no record of responses or information services to

NO	PRINCIPLES	CRITERIA	INDICATOR	VERIFIER	WEIGHT OF VERIFIER		VERIFICATION METHOD			ASSESSMENT NORMS
					Mandatory	Improvement	Document Review	Interview	Observation	
										requests for information from stakeholders.
5	**SUSTAINABLE BUSINESS IMPROVEMENT**	Improve performance by developing and implementing action plans that support increased sustainable palm oil production.	Has documents on the results of the implementation of sustainable business improvements/enhancements.	(1) Document identification of potential corrective action taken		√	√	√		**Compliant** If it is available a record related to the activities of repair/ enhancement of sustainable plantation business. **Non-compliant** If it is available a record related
				(2) Records are available related to sustainable plantation business improvement/enhancement activities		√	√	√		

NO	PRINCIPLES	CRITERIA	INDICATOR	VERIFIER	WEIGHT OF VERIFIER		VERIFICATION METHOD			ASSESSMENT NORMS
					Mandatory	Improvement	Document Review	Interview	Observation	
										to the activities of repair/ enhancement of sustainable plantation business.

MINISTER OF AGRICULTURE OF THE REPUBLIC OF INDONESIA,

signed

SYAHRUL *YASIN* LIMPO

ANNEX III TO
REGULATION OF THE MINISTER OF AGRICULTURE OF THE REPUBLIC OF INDONESIA
NUMBER 38 OF 2020
ON
INDONESIAN SUSTAINABLE PALM OIL PLANTATION CERTIFICATION

NO.	**Type**	**Form**
1.	Submission Letter on ISPO Certification Body Report	Format-1
2.	ISPO Certification Body Report Form	Format-2

MINISTER OF AGRICULTURE OF THE REPUBLIC OF INDONESIA,

signed

SYAHRUL YASIN LIMPO

Format-1

LETTERHEAD

.....,.....

Number :

Attachment: 1 (one) file

Regarding : Submission of ISPO Certification Body Report

Dear

The Chairman of ISPO Committee

Ministry of Agriculture

Jl. Harsono RM No. 3 Ragunan

South Jakarta 12550

Herewith we submit periodic reports on the implementation of ISPO certification in accordance with Regulation of the Minister of Agriculture Number ...../Permentan/ ..../..../.... on Indonesian Sustainable Palm Oil Certification System Operation.

We enclose information on the issued certificates, suspended/revoked certificates, and complaints/appeals.

Thus, we thank you for your attention.

Name .....

Director

Copy to:

ISPO Steering Committee

Format-2

ISPO CERTIFICATION BODY REPORT FORM

Report Number	...../LAP.LS/ month/year				
Issued ISPO Certificate Data:					
No	Business actor	Address	Area Width (Ha)	Capacity POM (Ton)	Date of Certificate
1.					
2.					
3.					
....					
Suspended/Revoked ISPO Certificate Data					
No	Business actor	Date of Submission of Complaints/Appeals	Complaints/Appeals	Response Process	Solution / Settlement*)
1.					
2.					
3.					
....					

Business actor Data Completing/Improving P&C Requirements					
No	Business actor	Date of Delivery Completeness /Revision of ISPO P&C Requirements	Completeness /Revision Documents	Obstacle If Not making Completion /Revision	LS ISPO Response
1.					
2.					
3.					
....					

*): filled in according to the occurred process.