

**1 October 2019  
(Publication Date)**

---

**Procedure for Notification of Accredited Certification Bodies Operating Oil  
Palm Management or Supply Chain Certification**



**Malaysian Palm Oil Certification Council**

15<sup>th</sup> Floor, Bangunan Getah Asli (Menara),  
148, Jalan Ampang,  
50450 Kuala Lumpur

Tel: 03 21810192, Fax: 03 21810167

Email: [info@mpocc.org.my](mailto:info@mpocc.org.my), Web: [www.mpocc.org.my](http://www.mpocc.org.my)

**Document name** : Procedure for Notification of Certification Bodies Operating Oil  
Palm Management Certification or Supply Chain Certification

**Document title** : MSPONCB02

**Approved by** : MPOCC Board of Trustees **Date** : 10 October 2019

**First Publication date** : 24 April 2017, 1 June 2018

**Application date** : 24 April 2017

**(Date of entry into force)**

**Revised Publication** : 1 October 2019

**Date**

# Table of Contents

<b>1. Objective.....</b>	<b>4</b>
<b>2. Scope .....</b>	<b>4</b>
<b>3. Conditions for MPOCC Notification .....</b>	<b>4</b>
<b>4. MPOCC Notification Issuance Procedure.....</b>	<b>6</b>
<b>5. Obligations of the MPOCC Notified Accredited Certification Body .....</b>	<b>6</b>
<b>6. Validity of MPOCC Notification.....</b>	<b>8</b>
<b>7. Appendix I - Application for MPOCC Notification .....</b>	<b>9</b>
<b>8. Appendix II - MPOCC Notification Agreement for Accredited Certification Body Operating Oil Palm Management System .....</b>	<b>11</b>
<b>9. Appendix III - MPOCC Notification Agreement for Certification Body Operating Supply Chain Certification .....</b>	<b>15</b>

# 1. Objective

This procedure describes the requirements for notification of accredited certification bodies (ACBs) operating oil palm management or supply chain certification under the Malaysian Sustainable Palm Oil (MSPO) Certification Scheme.

# 2. Scope

This procedure covers the notification by MPOCC of accredited certification bodies providing certification against the requirements of the MSPO Oil Palm Management Certification standards or Supply Chain Certification standard or subsequent editions of these standards.

As MPOCC is the owner of the MSPO Certification Scheme in which the accredited certification body is providing recognised certification, the certification body shall apply to MPOCC to obtain the notification using the application form as shown in **Appendix I**.

# 3. Conditions for MPOCC Notification

Should any ACBs did not fulfill the conditions and obligations below for MPOCC notification, MPOCC reserve the right to de-list the ACB from MPOCC website and lodge a report against the ACB with DSM which may or may not affect the said ACB's accreditation status on the grounds of fraudulent behavior. MPOCC also reserve the right to disseminate information on ACBs via announcement on MPOCC website, Newsletters, mass emails and other communication platform.

Other fraudulent behavior includes:

- Code of conduct – ACBs misbehaviors such as threatening, harassing, misdeed (found twisting of facts, misrepresentation of information to show conformity to MPOCC scheme requirements), improper or immoral behavior and malicious behavior that causes discomfort or annoyance to others.
- Not adhering to MPOCC scheme and accreditation requirement:
  - MPOCC Certification System Document and other MPOCC scheme documents
  - ISO/IEC 17021 and ISO/IEC 17065 (especially Impartiality)
  - The ACB Scheme

- Related IAF Mandatory Document
- Other miscellaneous document (Certificate Template, Public Summary Audit Report Template, Monthly Reporting Database)

3.1 The accredited certification body applying for notification for operating **oil palm management certification** under the MSPO Certification Scheme from MPOCC shall:

- Be a legal entity, such as a company, business or society, within Malaysia;
- Agree to be listed on the publicly available MPOCC website [www.mpocc.org.my] with information that will include the accredited certification body's identification data and/or other data as specified by MPOCC;
- Have a valid accreditation certificate issued by the Department of Standards Malaysia ("Standards Malaysia"), Malaysia's national accreditation body;

The accreditation shall be issued against the ISO/IEC 17021:2015 (*or its replacement*) (*Conformity assessment – Requirements for bodies providing audit and certification of management systems*) and the scope of the accreditation shall explicitly include the MSPO Oil Palm Management Certification standards; and

- Sign a *MPOCC Notification Agreement* for operating oil palm management certification (**Appendix II**) with MPOCC.

3.2 The accredited certification body applying for notification for operating **supply chain certification** under the MSPO Certification Scheme from MPOCC shall:

- Be a legal entity, such as a company, business or society, within Malaysia and/or if outside Malaysia, be a legal entity in the country concerned;
- Agree to be listed on the publicly available MPOCC website [www.mpocc.org.my] with information that will include the certification body's identification data and/or other data as specified by MPOCC;
- Have a valid accreditation certificate issued by the Department of Standards Malaysia ("Standards Malaysia"), Malaysia's national accreditation body that is also signatory of the Multilateral Recognition Arrangement (MLA) for product certification of the International Accreditation Forum (IAF);

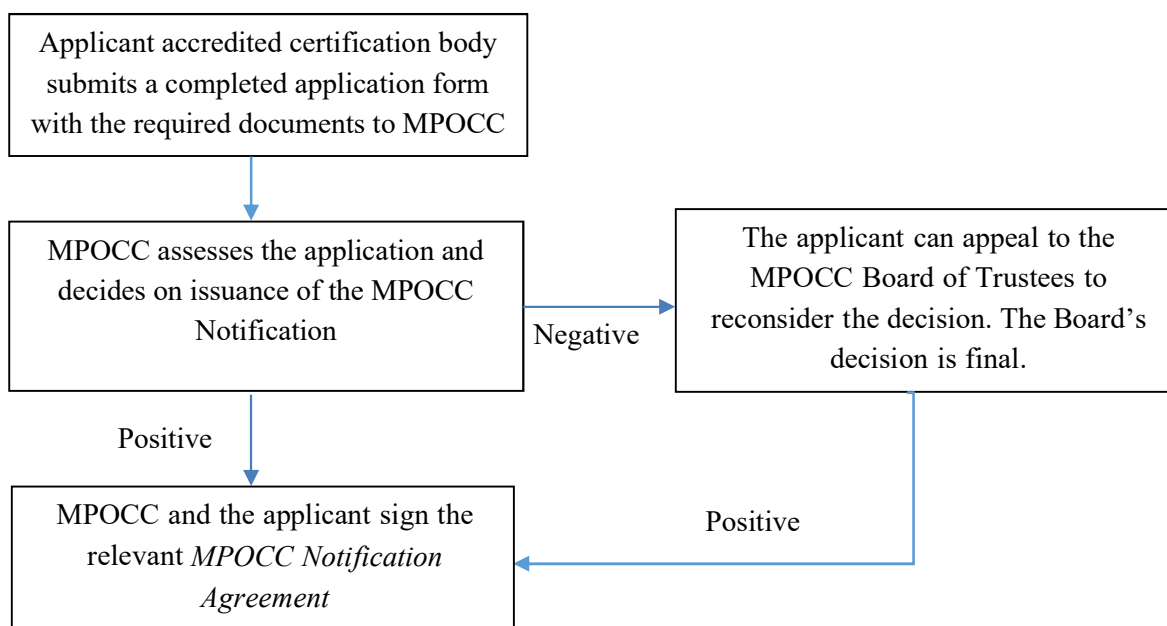
or

Overseas CB that have a valid accreditation certificate issued by accreditation body that is signatory of the Multilateral Recognition Arrangement (MLA) for product certification of the International Accreditation Forum (IAF) engaged by accredited CB in Malaysia;

The accreditation shall be issued against the ISO/IEC 17065:2012 (*or its replacement*) (*Conformity assessment – Requirements for Bodies Certifying Products, Processes and Services*) and the scope of the accreditation shall explicitly include the MSPO Supply Chain Certification standard; and

- Sign a *MPOCC Notification Agreement* for operating supply chain certification (**Appendix III**) with MPOCC.

## 4. MPOCC Notification Issuance Procedure



## 5. Obligations of the MPOCC Notified Accredited Certification Body

The MPOCC notified accredited certification body operating **oil palm management certification** shall:

- Carry out oil palm management certification to the MS 2530:2013 series (*or its replacement*) of MSPO Standards within Malaysia which is within the scope of the valid accreditation;
- Inform MPOCC about any changes in its accreditation status, the scope of which covers oil palm management certification;

- Provide MPOCC, without undue delay, information on every oil palm management certificate that the notified accredited certification body issues to a client organisation covered by the MPOCC notification and/or information on any changes to currently issued certificates. The range of data is specified by MPOCC;
- Submit complete and accurate monthly information on certified entities, certified areas (total and planted area) and client's certification progress including upcoming scheduled audits or as directed by MPOCC;
- To provide complete and accurate monthly information on upcoming scheduled compliance and witness audits including the number of full time and freelance auditors;
- Make publicly available a summary of the audit report and certificates at ACB's website;
- Submit a copy of the final audit report and certificate to MPOCC.

The notified accredited certification body operating **supply chain certification** shall:

- Carry out supply chain certification to the supply chain standard which is within the scope of the valid accreditation;
- Inform MPOCC about any changes in its accreditation status, the scope of which covers supply chain certification;
- Provide MPOCC, without undue delay, information on every supply chain certificate that the notified certification body issues to a client organisation covered by the MPOCC notification and/or information on any changes to currently issued certificates. The range of data is specified by MPOCC;
- Submit complete and accurate monthly information on certified entities and client's certification progress including upcoming scheduled audits on a regular basis, as directed by MPOCC;
- To provide complete and accurate monthly information on upcoming scheduled compliance and witness audits including the number of full time and freelance auditors;
- Make publicly available of certified client certificate on its website;
- Submit a copy of the final audit report and certificate to MPOCC

## 6. Validity of MPOCC Notification

MPOCC acknowledges that the period of validity of a certification body's accreditation from the relevant accreditation body may not have an expiry date, only a commencement date, or it may be for a defined period with an expiry date, although accreditations are subjects to periodic audits.

The MPOCC notification shall be valid for the period of the validity of the certification body's accreditation.

The notification can be suspended by MPOCC if the certification body is suspected of violations of the *MPOCC Notification Agreement* (see conditions in **Appendix II** and **Appendix III**). If, after investigation, the suspicion is proven to be founded, the notification can be cancelled by MPOCC.

\*\*\* End of document \*\*\*



## Appendix I

**Application for MPOCC Notification****I. Applicant's Identification Data**

Organisation name			
Company number			
Organisation's representative			
Address	No., Street		
	City	Post Code	
	State		
Contact person			
Telephone		Fax	
E-mail			
Website			

**II. Information and Documents for Application Processing**

Accreditation number/expiry date of validity	
Accreditation body name	
Documents required for the Application Processing:	
<input type="checkbox"/> Copy of the accreditation attestation issued against MS ISO/IEC 17021:2015 and which scope explicitly covers certification against the MS 2530:2013 series for oil palm management.	
<input type="checkbox"/> Copy of the accreditation attestation issued against ISO/IEC 17065:2015 and which scope explicitly covers certification against MSPO supply chain standard.	

**III. Self-Declaration**

I hereby confirm that:

- I have read the Malaysian Palm Oil Certification Council's procedure document MSPONCB 02 and the *MPOCC Notification Agreement* and accept them; and
- the data included in this application is complete and truthful.

Signature of applicant's representative  
(*person named in Section I*)  
[Name]


**Application Form**  
(To be completed by MPOCC)

**I. Application Processing**

		<b>Date</b>	<b>Signature</b>
Date application received	<input type="checkbox"/> Yes		
Fulfilment of the MSPO Certification Scheme and MPOCC requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>MPOCC Notification Agreement</i> completed by MPOCC and sent to the applicant	<input type="checkbox"/> Yes		
Signed <i>MPOCC Notification Agreement</i> returned by the applicant	<input type="checkbox"/> Yes		
<i>MPOCC Notification Agreement</i> signed by MPOCC and returned to applicant	<input type="checkbox"/> Yes		

**II. Application Appeal Process**

		<b>Date</b>	<b>Signature</b>
Appeal received	<input type="checkbox"/> Positive		
Appeal processed with decision	<input type="checkbox"/> Positive <input type="checkbox"/> Negative		

**III. Suspension and Termination of the MPOCC Notification**

<b>Status of Decision</b>	<b>Date</b>	<b>Penalty</b>

**Appendix II****MPOCC Notification Agreement  
for Accredited Certification Body Operating Oil Palm Management System**

**between**

- 1) **Malaysian Palm Oil Certification Council** (Company No: 112153-D), having its registered office at: 15<sup>th</sup> Floor, Bangunan Getah Asli (Menara), 148, Jalan Ampang, 50450 Kuala Lumpur, Malaysia. (hereafter referred to as “MPOCC”)

**and**

- 2) *Name, address of registered office and company number of the certification body (hereafter the ‘Notified Certification Body’)*

**Recitals:**

Whereas MPOCC is a company limited by guarantee incorporated under the laws of Malaysia which is principally involved in establishing and operating Malaysian Sustainable Palm Oil (MSPO) Certification Scheme in Malaysia and MPOCC is the owner of the MSPO logo and claims;

Whereas MPOCC has been duly appointed by Ministry of Primary Industries (MPI) as the scheme owner in Malaysia, and the MSPO Certification Scheme is an endorsed national scheme to promote production and use of sustainable palm oil worldwide through third party certification.

Whereas (*name of the Notified Accredited Certification Body*) is a MPOCC Accredited Notified Certification Body operating oil palm management certification which is recognised by MPOCC;

Whereas MPOCC Notified Accredited Certification Body is to be granted a MPOCC notification and will be allowed to issue recognised MSPO Oil Palm Management Certificates to organisations which are registered in Malaysia within the scope of a valid accreditation from Department of Standards Malaysia (Standards Malaysia), subject to the following terms and conditions contained herein;

**Terms of Agreement**

The Parties agree that the following terms and conditions shall apply to the notification of the Accredited Certification Body:

**Article 1: Definitions**

1. MSPO MS 2530:2013 series of standards

These are the standards under the MSPO Certification Scheme which define the requirements for certification of oil palm management certification. MS 2530 series is available at

<https://www.msonline.gov.my/default.php>. The mentioned documents are valid as at the date hereof and as may be from time to time revised through consultations coordinated by MPOCC.

2. Conformity assessment – Requirements for bodies providing audit and certification of management systems

This is MS ISO/IEC 17021:2015 of the Standards Malaysia oil palm management certification accreditation programme which forms part of the agreement documentation and is available online at <http://www.jsm.gov.my/acb-publication>. MS ISO/IEC 17021:2015 is valid as at the date hereof and as may be from time to time revised by the Standards Malaysia.

**Article 2: Responsibilities of the MPOCC Notified Accredited Certification Body**

The MPOCC Notified Accredited Certification Body is obliged to:

1. As an Accredited certification body, have and keep valid accreditation issued in compliance with MS ISO/IEC 17021:2015 of the Standards Malaysia for oil palm management certification and to inform MPOCC immediately about any changes in the accreditation status of the Notified Accredited Certification Body.
2. The MPOCC Notified Certification Body must provide, at the beginning of each year as well as each time it is so requested, updated evidence that it meets the requirements of valid accreditation from Standards Malaysia.
3. Carry out the oil palm management certification against the MS 2530:2013 within Malaysia which is within the scope of the accreditation.
4. Provide MPOCC immediately and truthfully with information on the issuance of an oil palm management certificate, as the case may be, to an organisation in Malaysia covered by the MPOCC notification and/or inform of any changes to already issued certificates within the range of data as specified by MPOCC.
5. Agree to be listed on the publicly available MPOCC website [[www.mpocc.org.my](http://www.mpocc.org.my)] with information that will include the certification body's identification data and/or other data as specified by MPOCC;
6. Submit complete and accurate monthly information on certified entities, certified areas (total and planted area) and client's certification progress including upcoming scheduled audits on a regular basis, as directed by MPOCC;
7. To provide complete and accurate monthly information on upcoming scheduled compliance and witness audits including the number of full time and freelance auditors;
8. Make publicly available a summary of the audit report and certificates at ACB's website;

9. Submit a copy of the final audit report and certificate to MPOCC.
10. Provide an agreed abbreviation of its name (in three alphabets) which will be used in the issuance of the MSPO logo usage license number.

### **Article 3: Responsibilities of MPOCC**

1. MPOCC recognises the accredited certificates issued by the MPOCC Notified Accredited Certification Body in compliance with this Notification Agreement.
2. MPOCC provides organisations holding oil palm management certificates with access to the MPOCC Logo, which is registered in Malaysia as Trade Mark nos. 2014000768 and 2014000769 under a *Logo Usage License Agreement* subject to the conditions specified within and as prescribed by MPOCC.
3. MPOCC will agree to list on the publicly available MPOCC website [www.mpocc.org.my] with information that will include the certification body's identification data and/or other data as specified by MPOCC in relation to its certification after the client organisation has applied for or entered into a *Logo Usage License Agreement*.
4. MPOCC is obliged to inform the Notified Accredited Certification Body of any changes to the MPOCC regulations and documentation which affect this Notification Agreement.

### **Article 4: Termination**

1. MPOCC as well as the MPOCC Notified Accredited Certification Body may terminate the *Notification Agreement* with three months' prior notice by a registered letter.
2. MPOCC may suspend the *Notification Agreement*, withdraw or end the validity of MPOCC Notified Accredited Certification Body's accreditation with immediate effect if there are reasons to believe that any provision of the *MPOCC Notification Agreement* is not being adhered to.
3. MPOCC is not obliged to pay compensation for any costs, expenses, loss or other damages which any temporary suspension or termination caused to the MPOCC Notified Certification Body.

### **Article 5: Validity of the Agreement**

The terms of the *Notification Agreement* come into effect when it has been signed by both parties and shall remain valid for the period of the validity of the certification body's accreditation.

### **Article 6: Governing Law – Jurisdiction**

This *Notification Agreement* shall be governed by the laws of Malaysia. The Parties submit to the exclusive jurisdiction of the courts in the Federal Territory of Kuala Lumpur.

Signed in duplicate

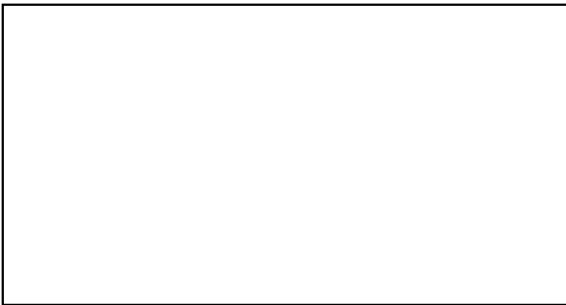
In Kuala Lumpur on DD.MM.YYYY

In ..... on DD.MM.YYYY

\_\_\_\_\_  
For and on behalf of the  
Malaysian Palm Oil Certification Council

[Name]  
Chief Executive Officer

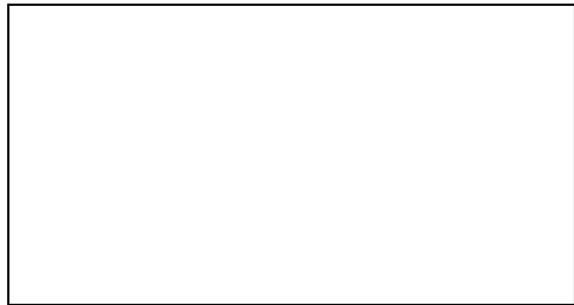
Company Stamp:



\_\_\_\_\_  
For and on behalf of the  
Notified Accredited Certification Body

[Name]  
[Position]

Company Stamp:



**Appendix III****MPOCC Notification Agreement  
for Certification Body operating Supply Chain Certification****between**

- 1) **Malaysian Palm Oil Certification Council** (Company No: 1122153-D), having its registered office at: 15<sup>th</sup> Floor, Bangunan Getah Asli (Menara), 148, Jalan Ampang, 50450 Kuala Lumpur, Malaysia. (hereafter referred to as “MPOCC”)

**and**

- 2) *Name, address of registered office and company number of the certification body (hereafter the ‘Notified Certification Body’)*

**Recitals:**

Whereas MPOCC is a company limited by guarantee incorporated under the laws of Malaysia which is principally involved in establishing and operating Malaysian Sustainable Palm Oil (MSPO) Certification Scheme in Malaysia and MPOCC is the owner of the MSPO logo and MSPO claims;

Whereas MPOCC has been duly appointed by Ministry of Primary Industries (MPI) as the MSPO scheme owner in Malaysia, and the MSPO Certification Scheme is an endorsed national scheme to promote production and use of sustainable palm oil worldwide through third party certification.

Whereas (*name of the Notified Certification Body*) is a MPOCC Notified Accredited Certification Body operating supply chain certification which is recognised by MPOCC;

Whereas MPOCC Notified Certification Body is to be granted MPOCC notification and will be allowed to issue recognized MSPO Supply Chain certificates to organisations within the scope of a valid accreditation from Department of Standards Malaysia (Standards Malaysia) subject to the following terms and conditions contained herein;

## Terms of Agreement

The Parties agree that the following terms and conditions shall apply to the notification of the Certification Body:

### Article 1: Definitions

#### 1. MSPO Supply Chain Standard

This is the standard under the MSPO Certification Scheme which defines the requirements for supply chain certification. The supply chain standard forms part of the agreement documentation and is valid as at the date hereof and as may be from time to time revised through consultations coordinated by MPOCC.

#### 2. Conformity assessment – Requirements for bodies certifying products, processes and services

This is *ISO/IEC 17065:2012 – Conformity Assessment Requirements for Bodies Certifying Products, Processes and Services* that sets out criteria for bodies operating certification of products, processes and services. This document can be obtained from ISO, national standard organisations or the IAF.

#### 3. General requirements for bodies operating product certification systems

The document *Issuance of MSPO Logo Usage License* forms part of the contractual documentation.

### Article 2: Responsibilities of the MPOCC Notified Certification Body

The MPOCC Notified Certification Body is obliged to:

1. Have and keep valid accreditation issued in compliance with MPOCC scheme document, and to inform MPOCC immediately about any changes in the accreditation status of the Notified Accredited Certification Body.

The MPOCC Notified Accredited Certification Body must provide, at the beginning of each year as well as each time it is so requested, updated evidence that it meets the requirements of valid accreditation from Standards Malaysia.

Notified Certification Body to inform MPOCC on engagement of ACBs outside of Malaysia and declare overseas operations.

2. Carry out the supply chain certification against the MSPO Supply Chain standard which is within the scope of the accreditation.



3. Provide MPOCC immediately and truthfully with information on the issuance of supply chain certificate, as the case may be, to an organisation in Malaysia covered by the MPOCC notification and/or inform of any changes to already issued certificates within the range of data as specified by MPOCC.
4. Agree to be listed on the publicly available MPOCC website [www.mpocc.org.my] with information that will include the certification body's identification data and/or other data as specified by MPOCC;
5. Submit complete and accurate monthly information on certified entities and client's certification progress including upcoming scheduled audits on a regular basis, as directed by MPOCC;
6. To provide complete and accurate monthly information on upcoming scheduled compliance and witness audits including the number of full time and freelance auditors;
7. Submit a copy of the final audit report and certificate to MPOCC;
8. Make publicly available of certified client certificate on its website;
9. Provide an agreed abbreviation of its name (in three alphabets) which will be used in the issuance of the MSPO logo usage license number.

### **Article 3: Responsibilities of MPOCC**

1. MPOCC recognises the accredited certificates issued by the MPOCC Notified Accredited Certification Body in compliance with this *Notification Agreement*.
2. MPOCC provides organisations holding supply chain certificate with access to the MPOCC Logo, which is registered in Malaysia as Trade Mark nos. 2014000768 and 2014000769, under a *Logo Usage License Agreement* subject to the conditions specified within and as prescribed by MPOCC.
3. MPOCC will agree to list on the publicly available MPOCC website [www.mpocc.org.my] with information that will include the certification body's identification data and/or other data as specified by MPOCC in relation to its certification after the client organisation has applied for or entered into a *Logo Usage License Agreement*.
4. MPOCC is obliged to inform the Notified Certification Body of any changes to the MPOCC regulations and documentation which affect this *Notification Agreement*.

### **Article 4: Termination**

1. MPOCC as well as the MPOCC Notified Accredited Certification Body may terminate the *Notification Agreement* with three months' prior notice by a registered letter.

2. MPOCC may suspend the Notification Agreement, withdraw or end the validity of MPOCC Notified Accredited Certification Body's accreditation with immediate effect if there are reasons to believe that any provision of the *MPOCC Notification Agreement* is not being adhered to.
3. MPOCC is not obliged to pay compensation for any costs, expenses, loss or other damages which any temporary suspension or termination caused to the MPOCC Notified Accredited Certification Body.

### Article 5: Validity of the Agreement

The terms of the *Notification Agreement* come into effect when it has been signed by both parties and shall remain valid for the period of the validity of the certification body's accreditation.

### Article 6: Governing Law – Jurisdiction

This *Notification Agreement* shall be governed by the laws of Malaysia. The Parties submit to the exclusive jurisdiction of the courts in the Federal Territory of Kuala Lumpur.

Signed in duplicate

In Kuala Lumpur on DD.MM.YYYY

In ..... on DD.MM.YYYY

\_\_\_\_\_  
For and on behalf of the  
Malaysian Palm Oil Certification Council

[Name]  
Chief Executive Officer

Company Stamp:

\_\_\_\_\_  
For and on behalf of the  
Notified Accredited Certification Body

[Name]  
[Position]

Company Stamp: