MALAYSIAN SUSTAINABLE PALM OIL CERTIFICATION SCHEME
Accreditation Document

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Requirements for Certification Bodies Operating Supply Chain Certification under the Malaysian Sustainable Palm Oil (MSPO) Certification Scheme

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1. INTRODUCTION

1.1.   This document shall be used for the purpose of accreditation of a Certification Bodies (CBs) operating a supply chain certification programme under the Malaysian Sustainable Palm Oil (MSPO) Certification Scheme. All CBs accredited by the Department of Standards Malaysia (Standards Malaysia) shall comply with the requirements in this document.

1.2.   Auditors for supply chain certification are required to have the relevant knowledge, experience and skills to participate as an audit team member.

1.3   Supply chain certification shall be carried out by certification bodies accredited by Standards Malaysia. Auditors must be qualified, trained and follow CBs procedures.

2. GENERAL REQUIREMENTS FOR CERTIFICATION BODIES

2.1   Certification Bodies shall be accredited by Standards Malaysia against ISO/IEC 17065 for Type 6 based on ISO/IEC 17067, Supply Chain Product certification. The CBs shall show proof that it has:

i)   Accredited to MS 2530-4

ii)   Certified a client to both MS 2530-4 and MSPO Supply Chain Certification Standard

To allow for witness audits conducted by Standard Malaysia, the CBs shall have a client ready to be audited against the requirement of the MSPO Supply Chain Certification Standard.

2.2   Certification Bodies shall ensure that the auditors demonstrate ability to apply knowledge in the following areas as per ISO 19011 Guidelines for Auditing Management Systems.

    i.   Audit principles, procedures and techniques so that it can be appropriately applied to different audits ensuring audits are conducted in a consistent and systematic manner

    ii.   Organisation's operational context or situations including organizational size, structure, functions and relationships, general business processes and related terminology and cultural and social customs such as knowledge of the client working language

    iii.   Applicable international legislation, country and state specific governance (application of laws, codes of practice, procedures and guidelines) relevant to palm based raw material procurement and deterring procurement of raw material from non-certified sources in contracts and agreements, uncertified raw material origin and international treaties and conventions relating to palm oil products trade.

2.3   Auditors engaged by certification body should have the capacity to apply terminology, knowledge, understanding and skills in the following areas of the Malaysian Sustainable Palm Oil (MSPO) Supply Chain Certification Standard (SCCS) and other equivalent standard but not limited to:

    i.   Requirements of the MSPO SCCS and its related requirements under the Malaysian Sustainable Palm Oil (MSPO) Certification Scheme

    ii.   Products, processes and practices in the specific sector, applied raw material flow, measurements and control measures

    iii.   Application of management systems to palm oil based and related industries and interaction between their components

    iv.   Information systems and technology for authorisation, security, distribution and control of documents, data and records

    v.   Product labels and claims

    vi.   Application of measures to avoid procurement of raw material from non-certified sources including risk assessment methodology and indicators.

3. ACADEMIC QUALIFICATION, WORK EXPERIENCE, TRAINING AND AUDITING EXPERIENCE REQUIREMENT FOR AUDITORS

3.1   The competency criteria which Auditors shall comply with, are as stated in Table 1.

Table 1: Competency Criteria for Auditors carrying out MSPO SCCS

Requirement	Auditors
Education	Any tertiary education from college or university (Diploma or Degree) or Any post secondary education (SPM or MCE or O-Level or STPM or STP or A-level or Matriculation) or Secondary education (SRP or LCE or PMR) and have attended course(s) which reflect on the processes of palm oil based or related industries justifiable to demonstrate knowledge necessary to carry out certification audit. Note: Palm oil based, and related industries include activities relating to manufacturing, transport, distribution or transport and storage of palm oil products.
Work Experience	**Tertiary education**: Auditor must have a minimum of three (3) years full time work experience in palm oil and palm oil based processes. or **Post-Secondary education:** Auditor must have a minimum of five (5) years full time work experience in palm oil and palm oil based processes. or **Secondary education:** Auditors must have minimum six (6) years full time work experience in palm oil and palm oil based processes. Note: Tertiary education, is also referred to as third stage, third level, or after post-secondary education. It is the educational level following the completion of a school providing secondary education.

Requirement	Auditors
Training	i) attended the MS 2530 series of standards or MS 2530-4 endorsed by MPOCC or MPOB (pre-2016) ii) successful completion of the MSPO Supply Chain Certification Standard training endorsed by MPOCC iii) shall have completed 40 hours of lead auditor course to a relevant established ISO Management Systems standard.
Auditing experience	For initial qualification, auditor must have conducted a minimum of two (2) on-site audits against the requirements of MS 2530-4 or any equivalent sustainability palm oil supply chain certification scheme, within the last two (2) years under the leadership of an MSPO auditor or equivalent sustainability palm oil supply chain certification scheme (e.g. ISCC, RSPO SCC).
General Requirements (Language Proficiency)	Able to communicate in Bahasa Malaysia, English or any other appropriate local language.

3.2   The auditors shall have a good understanding of supply chain processes.

3.3   The specific education of the auditor relating to palm oil based and related industries can be substituted by work experience in these sectors if the certification body can demonstrate equivalent required education qualification.

3.4   Oil palm / palm oil based and related industries include activities relating to manufacturing, transport, distribution or transport and storage of palm oil products.

4. MONITORING AND EVALUATION OF AUDITORS

4.1   The CB shall conduct an initial competence evaluation of the auditors and trainee auditors in accordance with its documented processes.

4.2   The CB shall have their own procedure to maintain their auditor status.

4.3   The CB must provide evidence of annual monitoring of auditors applying methods such as audit witnessing, reviewing audit reports or client's feedback. Competence of auditors to be reviewed considering their performance to identify training needs.

5. AUDIT DURATION

5.1   The Audit Programme shall include an initial audit, surveillance audits in the first, second, third and fourth years and a recertification audit in the fifth year prior to expiration of certification. The annual surveillance audit shall be conducted on-site and shall cover all MSPO Supply Chain Certification Standard and MPOCC scheme requirements.

5.2   The recommended on-site audit duration for individual certification which includes the opening meeting, site auditing, document verification and closing meeting is shown in Table 2. The details in Table 2 excludes the time required for planning, preparation, travel, closing out of non-conformities and report writing.

The details in Table 2 are developed to provide sufficient time under normal circumstances to adequately carry out auditing of an operating unit against the certification standard for supply chain under the MSPO Certification Scheme. The audit duration is calculated based on 8 hours per day. Audit working days will be calculated to the nearest full or half day.

The audit duration does not allow for auditing operation unit activities/systems/sites outside of the management unit. Where there is such a need, the audit duration should be increased accordingly.

Additional man days may be required as per CB internal operating procedures on documentation review or conducting post audit follow up activities such as verification on non-compliances raised.

Table 2: Recommended on-site durations (man-days) for Individual Certification

Entity	Initial Audit	Surveillance Audit	Recertification Audit
Processing facility	1	1	1

5.3   Certification audit of every facilities are required and cannot be carried out based on sampling for multi-site. Multi-site is defined as an organisation having an identified central function (central office) at which certain activities are planned, controlled and managed and a network of local offices or branches (sites) at which such activities are fully or partially carried out. Such sites may be a group of processing facilities brought together under the central office, which can also be a participating site.

Appendix 1. Scope of accreditation for Supply Chain Certification under the MSPO Certification Scheme

No	Accreditation Scope	Certification Standard document
1	Supply Chain	MSPO Supply Chain Certification Standard

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