
	MALAYSIAN SUSTAINABLE PALM OIL (MSPO) SCHEME	Doc. No.:	MPOB/MSPO/CB/02
		Eff. Date:	19 Nov 2013
	Requirements for Certification Bodies	Issue No.:	1
		Rev. No.:	0

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1. Introduction

Certification bodies (CBs) are independent bodies that provide conformity certificates to organizations for their various management systems, individual as well as product manufacturers and service providers. All certification bodies that are competent to carry our MSPO audits must be registered with MPOB. Besides that, these CBs are subject to accreditation scheme by STANDARDS MALAYSIA. The STANDARDS MALAYSIA accreditation system is in accordance to the international standard, MS ISO/IEC 17021 to ensure that the accreditation services provided are impartial, non-discriminatory and credible.

2. Scope

The following requirements are applicable to the certification under the MSPO certification scheme.

3. Normative References

In addition to the normative references as listed in MSPO-QM Appendix II – MSPO Certification System, following normative references apply for the users of MSPO-QM appendix III:


- 3.1 ISO17021 Conformity assessment – Requirements for bodies providing audit and certification of management systems
- 3.2 ISO14001 Environment managements systems – Requirements with guidance for use
- 3.3 ISO9001 Quality managements systems – Requirements
- 3.4 ISO/IEC 17065:2012 – Conformity assessment – Requirements for bodies certifying products, processes and services
- 3.5 IAF MD 1:2007 – IAF Mandatory Document for the Certification of Multiple Sites Based on Sampling

4. Requirements and Responsibilities of Certification Bodies

4.1 Requirements for Certification Bodies

The following requirements must be met by the CBs to be eligible to audit under MSPO certification:

- i. Company registered in Malaysia;
- ii. Accredited by STANDARDS MALAYSIA scheme for Quality Management System and Environmental Management System and/or Occupational Safety and Health Management System;

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- iii. Registered with Malaysian Palm Oil Board (MPOB);
- iv. Appointment of competent auditors; and
- v. Must be able to operate the full MSPO certification from application until the issuance of MSPO certificate.

4.2 Requirements for Auditors

All MSPO auditors have to meet the following general requirements as an additional to their technical expertise in the specific areas.

4.2.1 General Requirements

The auditor must at least possess a college or university diploma/degree or attended comparable courses in one of the following:

- i. Agriculture or Biology;
- ii. Environmental Science, Life Sciences, Geological Sciences, Natural Sciences;
- iii. Process Technology, Engineering, Energy Management, Quality Management;
- iv. Social Sciences; or
- v. Business Management.

4.2.2 Requirements for Auditors

- i. At least 5 years of experience in oil palm industry or related fields;
- ii. Attended the MS2530 series of standards training;
- iii. Good knowledge in handling and evaluating sources of information and data; and
- iv. Able to communicate in Bahasa Malaysia or any local languages.

4.2.3 Lead Auditor


An auditor qualifies to be a Lead Auditor if he/she has met these additional requirements:

- i. Qualified as Lead Auditor in accordance to ISO/IEC 17021; and
- ii. Conducted at least 3 MSPO audits or equivalent sustainability certification; with a minimum of 15 man-days under the supervision of a qualified MSPO Lead Auditor within the last 2 years.

4.2.4 Audit Team

Team comprises members competent in the areas of environment, social responsibility and economics, if required.

The audit team must comprise one team member with knowledge on GHG calculation.

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4.3 Responsibilities of Certification Bodies

In the context of the certification procedures, the following are the tasks and responsibilities of the certification bodies:

- i. Conduct the Certification Audit, Surveillance and Re-certification Audits;
- ii. Prepare Audit Report;
- iii. Issuance of Certificates; and
- iv. Documentation of all audit reports and list of certificates issued. These documents must be kept for at least 10 years.

5. Impartiality and Confidentiality

5.1 Impartiality

- i. Independency of CBs or auditors from the related auditee
- ii. 3 years of previous services (ex-employer, training and consultancy)
- iii. 2 years after the audit services (training and consultancy)

5.2 Confidentiality

- i. Any information (other than those in public domain) shall be preserved and kept confidential
- ii. Not to release any information to any parties without prior consent of the clients
- iii. Shall not be used for any other purpose except for audit reference