



**DEPARTMENT OF STANDARDS MALAYSIA
SCHEME FOR THE ACCREDITATION OF CERTIFICATION BODIES
(The ACB Scheme)**

**ACB – OPMC1
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**COMPETENCY REQUIREMENTS
FOR CERTIFICATION BODIES
OPERATING
OIL PALM MANAGEMENT CERTIFICATION
UNDER THE
MALAYSIAN SUSTAINABLE PALM OIL (MSPO)
CERTIFICATION SCHEME**

Authority to Issue

Director General
Department of Standards Malaysia

	CONTENTS	PAGE
1.	INTRODUCTION.....	2
2.	NORMATIVE REFERENCE.....	2
3	GENERAL REQUIREMENTS FOR AUDIT TEAM.....	2
4.	ACADEMIC QUALIFICATION, WORK EXPERIENCE, TRAINING AND AUDITING EXPERIENCE REQUIREMENTS FOR AUDITORS, LEAD AUDITORS AND TECHNICAL EXPERTS.....	3

1. INTRODUCTION

- 1.1. This document shall be used for the purpose of accreditation of Certification Bodies (CBs) operating an oil palm management 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. The aim of this document is to detail the competency requirements for the Lead Auditors, Auditors and Technical Experts involved in the auditing of Malaysian Sustainable Palm Oil (MSPO) Certification Scheme.

2. NORMATIVE REFERENCE

- 2.1 The following referenced document is indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.
 - ISO/IEC 17021-1 – Conformity assessment – Requirements for bodies providing audit and certification of management systems – Part 1: Requirements.

3. GENERAL REQUIREMENTS FOR AUDIT TEAM

- 3.1 The Audit Team shall comprise of at least one or more members competent in the areas of oil palm management certification, viz. agriculture, agronomy, technical, legal, environmental, social, Greenhouse gas emission and economics (where applicable).
- 3.2 All Lead Auditors and Auditors shall have:
 - 3.2.1 The knowledge and understanding of general concepts of management systems, especially social, environmental, occupational health and safety, and quality management systems;

Competency Requirements for Certification Bodies Operating Oil Palm Management Certification under the Malaysian Sustainable Palm Oil (MSPO) Certification Scheme

- 3.2.2 The knowledge and understanding of the MS 2530 series and its related requirements under the Malaysian Sustainable Palm Oil (MSPO) Certification Scheme;
 - 3.2.3 Awareness of the contentious issues involved during the audit such as issues highlighted by the mass media and stakeholders, and areas of environmental and social significance in the oil palm management area undergoing audit, and assess their impact on oil palm management;
 - 3.2.4 The knowledge and understanding of the key components of an oil palm management plan, its implementation, monitoring and control processes, and the ability to assess their effectiveness;
 - 3.2.5 The ability to assess the application of laws, codes of practice, procedures and guidelines related to oil palm management;
 - 3.2.6 The knowledge and understanding of auditing principles, including the techniques used to evaluate the effectiveness of the oil palm management planning, implementation, monitoring and control processes.
- 3.3 Technical Experts may be engaged to be part of the audit team to cover and address sensitive issues. Sensitive issues are defined as issues that have a significant impact on achieving the desired outcome.

4. ACADEMIC QUALIFICATION, WORK EXPERIENCE, TRAINING AND AUDITING EXPERIENCE REQUIREMENTS FOR AUDITORS, LEAD AUDITORS AND TECHNICAL EXPERTS

- 4.1 The competency criteria which Auditors, Lead Auditors and Technical Experts shall comply with, are as stated in Table 1.

Competency Requirements for Certification Bodies Operating Oil Palm Management Certification under the Malaysian Sustainable Palm Oil (MSPO) Certification Scheme

Table 1: Competency Criteria for Auditors, Lead Auditors and Technical Experts

No.	Requirements	Auditor	Lead Auditor	Technical Expert
1.	Education	Post-secondary education, college or university diploma/degree in one of the following: i. Agriculture; ii. Science & Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,); iii. Engineering, Process Technology; iv. Energy Management, Quality Management; v. Social Sciences and/or Anthropology; vi. Business Management; or vii. Other relevant related fields.	Same as auditor.	Same as auditor.
2.	Work Experience	<p>Post Secondary education: At least seven (7) years of work experience in the oil palm sector or five (5) years auditing experience in relevant accredited management systems (e.g. social, environment, occupational health and safety, and quality)</p> <p>Tertiary education: At least five (5) years of work experience in the oil palm sector or three (3) years auditing experience in relevant accredited management systems (e.g. social, environment, occupational health and safety, and quality)</p>	Same as auditor.	At least ten (10) years of work experience in oil palm sector or related such as social, environment, occupational health and safety, and quality.
			Same as auditor.	

Competency Requirements for Certification Bodies Operating Oil Palm Management Certification under the Malaysian Sustainable Palm Oil (MSPO) Certification Scheme

No.	Requirements	Auditor	Lead Auditor	Technical Expert
3.	Training	<p>i) Successfully completed MPOCC endorsed auditor trainings. <i>(The training certificate is valid for 5 years and renewable subject to the requirements in auditing experience Table 1 no. 4.)</i></p> <p>and</p> <p>ii) shall have undergone 40 hours of auditor course in Quality Management Systems (QMS) and one of the following:</p> <ul style="list-style-type: none"> a. Environmental Management Systems (EMS); b. Occupational, Health and Safety Management Systems (OH&SMS); or c. Integrated Management System (IMS) <p>Training recognised by MSPO and MPOCC endorsed training provider.</p>	<p>i) Successfully completed MPOCC endorsed lead auditor trainings. <i>The training certificate is valid for 5 years and renewable subject to the requirements in auditing experience Table 1 no. 4.</i></p> <p>and</p> <p>ii) shall have undergone 40 hours of lead auditor course in Quality Management Systems (QMS) and one of the following:</p> <ul style="list-style-type: none"> a. Integrated Management Systems (IMS); or b. Quality Management Systems (QMS); and c. Environmental Management Systems (EMS) or Occupational, Health and Safety Management Systems (OH&SMS). <p>Training recognised by MSPO and MPOCC endorsed training provider.</p>	<p>Successfully completed MPOCC endorsed awareness training MS 2530 trainings.</p>
4.	Auditing experience	<p><u>Qualification</u> Conducted a minimum of four (4) on-site audits for a total of at least 20 man-days of audit experience as an auditor-in-training under the direction and guidance of a qualified Lead Auditor for MSPO.</p> <p><u>Maintenance</u></p>	<p><u>Qualification</u> Conducted at least three (3) MSPO or equivalent sustainability certification audits as Lead Auditor-in-training with a minimum of fifteen (15) man-days under the direction and guidance of a qualified Lead Auditor for MSPO.</p>	<p>Nil.</p>

**Competency Requirements for Certification Bodies Operating Oil Palm Management
Certification under the Malaysian Sustainable Palm Oil (MSPO) Certification Scheme**

No.	Requirements	Auditor	Lead Auditor	Technical Expert
		Conducted a minimum of four (4) on-site MSPO OPMC audits annually.	<u>Maintenance</u> Conducted a minimum of three (3) on-site MSPO OPMC audits annually.	

Note: Post secondary education refers to education after SPM.

- 4.2 This revision of ACB OPMC document is applicable with effect from the published date. Lead auditors and auditors that were previously qualified under the version dated 1 August 2017, shall remain qualified. Maintenance of lead auditors and auditors hereafter shall be consistent with Table 1.

*** End of document ***

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