



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

**ACB – OPMC 2
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**AUDIT DURATION
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

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1. INTRODUCTION

- 1.1. This document shall be used for the purpose of accreditation of Certification Bodies (CBs) operating 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) in accordance with specific criteria, procedures and requirements to operate, on a continuing basis, as a CB shall comply with the requirements in this document.
- 1.2. This document provides requirements on the amount of time required by the CB for auditing oil palm estates of various sizes in Malaysia under the Malaysian Sustainable Palm Oil (MSPO) Certification Scheme, by indicating the duration for on-site audit for Stage 1 and Stage 2, annual surveillance audit, recertification audit and special audit.
- 1.3. The areas for which certification may be offered for Oil Palm Management Certification as per Appendix 1.

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. PURPOSE

- 3.1 This document outlines the requirements for the determination of audit duration including the factors that influence the determination of audit duration.

4. AUDIT DURATION

- 4.1 The time allocated to the various locations of an audit must be documented to justify the allocated audit duration.

Audit Duration for Certification Bodies Operating Oil Palm Management Certification under Malaysian Sustainable Palm Oil (MSPO) Certification Scheme

- 4.2 The Audit Programme shall include Stage 1 and Stage 2 audit, surveillance audits in the first, second, third and fourth years, and a recertification audit in the fifth year prior to expiration of certification.
- 4.3 CB shall notify the client on their audit plan/duration/auditors involved at least a minimum of thirty (30) working days before actual date of ground audit or as mutually agreed between the CB and the client.
- 4.4 The annual surveillance audit shall be conducted on-site and shall cover relevant MS 2530 series and the MPOCC scheme requirements.
- 4.5 The recommended minimum on-site audit duration for individual certification, which includes the opening meeting, site auditing, document verification, and closing meeting is shown in Table 1 and Table 2.
- 4.6 For SPOC, two (2) man days shall be allocated to audit the Group Manager on management system and table on 'Man Days for Range of Sample Size' to be referred. In the case of group certification for OPMC audits including SPOCs and organized smallholders, the number of man days reflected in the Tables to be multiplied by the number of samples derived using the sample formula and risk factor as determined in reference to Malaysian Sustainable Palm Oil (MSPO) Risk Management Procedure.
- 4.7 For extension of scope through surveillance audit which applies to SPOCs, 75% of sample size must be selected from the new additional members while 25% to be selected from existing members that have yet to be audited. The calculation and utilization of the Tables are as shown below.
- 4.8 The details in Table 1 and Table 3 excludes the time required for planning, preparation, travel, closing out of non-conformities and report writing.
- 4.9 The details in Table 1 and Table 3 are developed to provide sufficient time under normal circumstances to adequately carry out auditing of a management unit against the certification standards for oil palm management under the MSPO Certification Scheme. However, the time allocated to the various locations of complex audits must be documented to justify the allocated audit durations. The audit duration is calculated on the basis of 8 hours per day. Audit working days will be calculated to the nearest full or half day.

Audit Duration for Certification Bodies Operating Oil Palm Management Certification under Malaysian Sustainable Palm Oil (MSPO) Certification Scheme

- 4.10 Additional auditor days may be required for conducting post audit follow-up activities, such as verification on major non-conformities raised or addressing of any contentious stakeholder issues.
- 4.11 Where there is such a need for auditing of the management system located outside of the management unit, the audit duration should be increased accordingly.
- 4.12 Wherever possible, each site should be visited at least once within the entire cycle and for every surveillance audit, the site should not be sampled consecutively.
- 4.13 The number of man-days may be increased with justification, but the minimum man-days shall be adhered to.

Table 1: Recommended minimum on-site audit durations (man-days) for Group Certification

Entity	Initial		Surveillance	Recertification
	Stage 1	Stage 2		
Independent smallholder (<40.46 ha)	0.5-2*	1	1	1

Note: The above shows the number of man-days required for the certification of individual entity. In the case of SPOC, *two (2) man-days shall be allocated to audit the management system and table 2 of 'Man-days for Range of Sample Size' to be referred.

Table 2: Man days for Range of Sample Size

No. of Sample Size determined via Clause 4.6	No. of Man Days
1 – 5	1
6 -10	2
11-15	3
16-20	4
21-25	5
26-30	6
31-40	7
41-45	8
46-50	9
51-55	10

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No. of Sample Size determined via Clause 4.6	No. of Man Days
56-60	11
61-65	12
66-70	13
71-75	14
76-80	15
81-85	16
86-90	17
91-95	18
96-100	19

Table 3. Recommended minimum on-site audit durations (man-days) for each estate

Entity	Initial		Surveillance	Recertification
	Stage 1	Stage 2		
Oil palm estate (40.47 - 100 ha)	1	1.5	2	2
Oil palm estate (101 - 500 ha)	1	3	3	3
Oil palm estate (500 ha onwards)	2	3	4	4
Oil mill	2	3	3	3

Example:

Existing Sample 100 smallholders whereby 10 have been sampled	Addition of Members 200 new members
Extension of scope via Surveillance Audit Total number of members: 300 Assuming Risk Factor = 1 Exclude the time required for post audit follow-up activities Determination of sample size: $\sqrt{300} \times 1 = 17$ sample 75% of sample to be selected from the name list of new members = 13 sample 25% of sample to be selected from the name list of existing members = 4 sample	
Number of Man Days Stage 1 - 2 man days for the audit of Group Manager Stage 2 - 4 man days	

- 4.14 The Certification Body shall define the risk classification of the client which will determine the audit duration and sample size (if applicable – for multi-site certification). For requirements on risk classification, the CB shall refer to the risk classification determination as per Malaysian Sustainable Palm Oil (MSPO) Risk Management Procedure (MSPORMP).
- 4.15 The formula for calculating sample size of the audit is explained in the risk classification determination as per Risk Management Procedure (MSPORMP).

Appendix 1. Scope of accreditation for Oil Palm Management Certification

No	Accreditation Scope	Certification Standards documents
1	Oil Palm Independent Smallholders	MS 2530-2 - General principles for independent smallholders
2	Oil Palm Plantations and Organised Smallholders	MS 2530-3 - General principles for oil palm plantations and organised smallholders
3	Palm Oil Mills	MS 2530-4 - General principles for palm oil mills

Note: For undated standards, the latest edition applies.

*** End of document ***

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