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Training Outline

Sustainability Standards Training Series

MSPO MS 2751:2022 Lead Auditor Training
(Approved Module for MSPO CoC of Oil Palm Biomass standard training)

Introduction

The Malaysian Sustainable Palm Oil (MSPO) Certification Scheme has been expanded beyond primary oil palm products covered under the MS 2530 series to include non-primary products such as waste, residue, and co-products collectively defined as oil palm biomass, which are governed under MS 2751:2022 MSPO Chain of Custody (CoC) of Oil Palm Biomass standard. This standard establishes requirements to ensure traceability, integrity, and proper control of biomass materials sourced from MSPO-certified operations throughout the supply chain. In support of certification implementation, the MSPO Certification Scheme Document for Chain of Custody of Oil Palm Biomass defines the competency requirements for auditors and certification bodies to ensure conformity assessment is conducted professionally and consistently. This Lead Auditor Training program is designed to develop the necessary knowledge and auditing competency for participants to understand, interpret, and audit MS 2751:2022 requirements in accordance with MSPO Certification Scheme and certification competency requirements.

Training Objectives

This training program is designed to develop competent Lead Auditors capable of conducting audits in accordance with MS 2751:2022 and MSPO Certification Scheme requirements.

Participants will be able to:

1) Understand MSPO Certification Scheme structure and governance
2) Interpret MS 2751:2022 standard requirements
3) Apply ISO/IEC 17065 audit principles
4) Evaluate traceability and mass balance systems
5) Conduct audit planning, execution, reporting, and follow-up
6) Identify and classify audit findings
7) Demonstrate Lead Auditor competency.

Duration

3 days

Target Participant

MSPO Auditors and Lead Auditors, Internal Auditors, Sustainability Managers, Palm Oil Biomass Industry Personnel, Consultants and Compliance Officers, Supply Chain and Traceability Personnel

Learning Outcomes

Upon completion, participants will be able to:

- ✓ Understand MSPO Certification Scheme requirements
- ✓ Interpret MS 2751:2022 standard requirements
- ✓ Conduct MSPO CoC audits effectively
- ✓ Evaluate traceability and mass balance systems
- ✓ Prepare audit reports and certification recommendations

Training Methodology

Lectures, Case Studies, Group Discussions, Practical Exercises, Audit Simulation and Written Examination

Training outline

Day 1: MSPO Scheme and Standard Interpretation

Module 1: Introduction to MSPO Certification Scheme

- ↳ Overview of MSPO Certification Scheme
- ↳ MSPO ecosystem and certification structure
- ↳ Role of Scheme Owner, Accreditation Body, Certification Body and Auditor
- ↳ Position of MS 2751:2022 within MSPO system
- ↳ Relationship between MSPO MS 2530 and MS 2751 standards

Module 2: MSPO Biomass Ecosystem and Sustainability Context

- ↳ Overview of oil palm biomass industry
- ↳ Biomass types (solid and liquid biomass)
- ↳ Supply chain structure
- ↳ Sustainability framework and SDG alignment
- ↳ Regulatory and industry requirements

Module 3: Scope and Structure of MS 2751:2022

- ↳ Scope of MSPO CoC Biomass standard
- ↳ Normative references
- ↳ Terms and definitions
- ↳ Certification scope and applicability
- ↳ Structure of principles, criteria, and indicators

Module 4: Principles and Criteria Interpretation

- ↳ Principle 1: Management responsibility
- ↳ Principle 2: Transparency
- ↳ Traceability requirements
- ↳ Chain of custody control
- ↳ Documentation and record requirements

Day 2: Traceability System and Audit Competency

Module 5: Traceability Models and Chain of Custody

- ↳ Traceability concepts and principles
- ↳ Segregation model
- ↳ Mass balance model
- ↳ Continuous accounting system
- ↳ Fixed inventory system

Module 6: Mass Balance and Accounting System

- ↳ Mass balance calculation
- ↳ Conversion factor determination
- ↳ Output claim verification
- ↳ Record verification
- ↳ Prevention of double counting

Module 7: MSPO Certification and Accreditation Requirements

- ↳ MSPO certification process
- ↳ Certification body roles
- ↳ Auditor competency requirements
- ↳ Certification decision process
- ↳ Surveillance and recertification

Module 8: ISO/IEC 17065 Audit Requirements

- ↳ Overview of ISO/IEC 17065

↳ Product vs management system certification

↳ Certification audit methodology

↳ Competency requirements

↳ Impartiality and integrity

Day 3: Audit Practice and Lead Auditor Competency

Module 9: Audit Planning and Preparation

↳ Audit program development

↳ Audit scope and objectives

↳ Audit planning

↳ Audit checklist preparation

↳ Sampling methodology

Module 10: Conducting Audit

↳ Opening meeting

↳ Interview techniques

↳ Record verification

↳ Traceability verification

↳ Audit evidence collection

Module 11: Audit Reporting and Certification Decision

↳ Classification of audit findings

↳ Nonconformity writing

↳ Audit reporting

↳ Corrective action evaluation

↳ Certification recommendation

Module 12: Audit Simulation Exercise

↳ Traceability audit

↳ Mass balance verification

↳ Nonconformity identification

↳ Audit report preparation

Contact Information

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