



MSPO CERTIFIED TRAINING

(MS 2530:2022)

For Lead Auditor & Awareness program (SIA Internal Assessor, Peer Reviewer and Technical Expert)

Empowering Excellence in MSPO

Endorsed by Malaysian Sustainable Palm Oil (MSPO)



Module 5

Chapter 2: MSPO Documentation
requirements

Policies & Procedures

Management Plans

Monitoring & Measurement

MSPO Records

MSPO Training

Responsibilities

MSPO Policy

The policy shall emphasise commitment to continual improvement

OSH Policy

A policy shall be established, communicated and implemented

(Except for Independent Smallholder)

Environmental Policy

A policy shall be established, communicated and implemented

(Except for Independent Smallholder)

Human Right Policy

a policy on respecting human rights to demonstrate the organisation's commitment

Ethical Conduct and Anti-Bribery Policy

A policy for ethical conduct and anti-bribery shall be established, communicated and implemented in all business operations and transactions, including recruitment and award of contracts

(Except for Independent Smallholder)

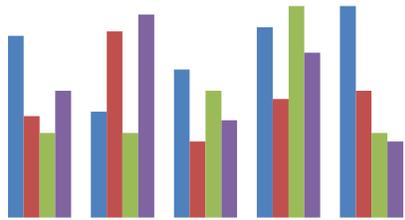
Procedures and SOPs

Procedure / SOP



	Independent Smallholder	Organised Smallholder	Plantation	Palm Oil Mill	Processing Facilities	Dealer
Site management SOP	X	X	X	X	X	X
Complaints and Grievances Procedure		X	X	X	X	X
Internal audit Procedure	X	X	X	X	X	X
Communication & Consultation Procedure	X	X	X	X	X	X
Traceability SOP	X	X	X	X	X	X
HIRARC SOP		X	X	X	X	X
Handling of Chemical Waste SOP		X	X			
Scheduled Waste SOP				X	X	X
Handling of Non-conforming Product Procedure				X	X	X
Outsourced Procedure				X	X	X

Monitoring & Measurement



Monitoring Chart

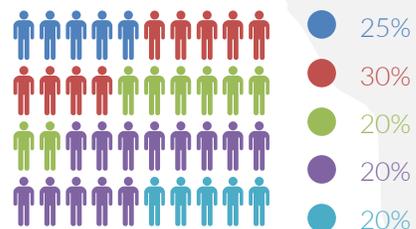
01 Management Plan

Monitoring of all management plans & procedures

01

02 Ethical Conduct System

Monitoring of ethical conduct and anti-bribery in their business relations with employees, communities and stakeholders.



03 Legal Compliance

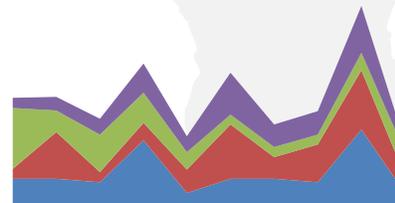
Compliance status of identified legal requirements

03

04 Energy Consumption

monitor its energy consumption, including fuel usage by contractors

04



Monitoring Chart



Energy Plan & Target

05 GHG Emission

GHG emissions and saving sources and plans for reduction

05

06 Traceability

Mass Balance Model & Continuous accounting system (for Mill, Processing Plant or Dealers)

06



Monitoring Chart

Principle 1

Business Management Plan

New Planting Management Plan

New Establishment Management Plan

Principle 4

SIA Management Plan

Safety and Health Plan

Principle 5

Environmental Plan

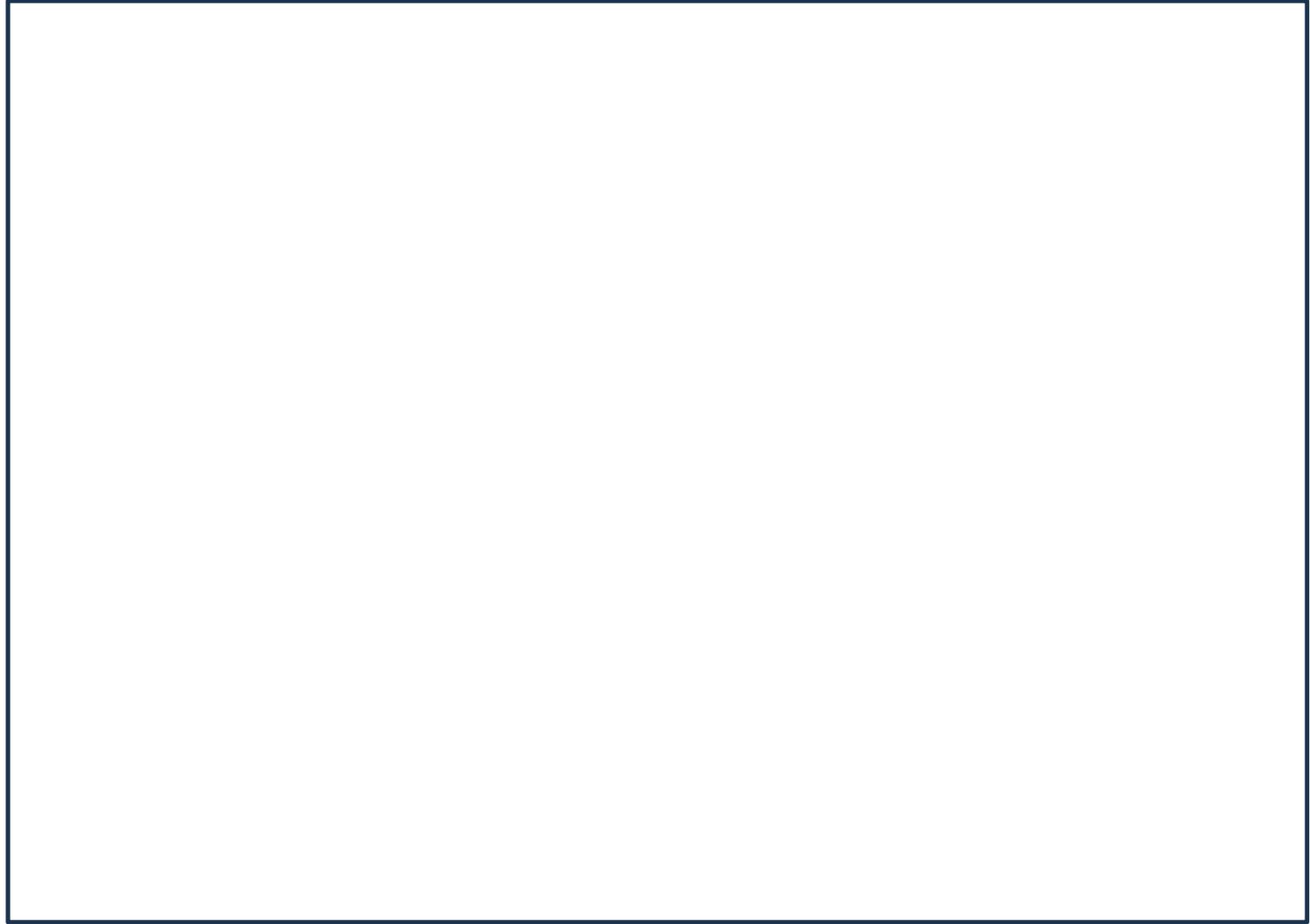
Waste Management Plan

Water Management Plan

HCV Management Plan

Fire Mitigation Plan

Input of Management Plan

A large, empty rectangular box with a black border, intended for the input of management plans.

MSPo Management Plan

Principle 1

Business Management Plan
 New Planting Management Plan
 New Establishment Management Plan

Part 2-1

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Part 2-2

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Part 3

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Part 4

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Principle 4

SIA Management Plan
 Safety and Health Plan

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Principle 5

Environmental Plan
 Waste Management Plan
 Water Management Plan
 HCV Management Plan
 Fire Mitigation Plan
 Energy Plan

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MSPO Records

(Minimum Requirements)

Transparency

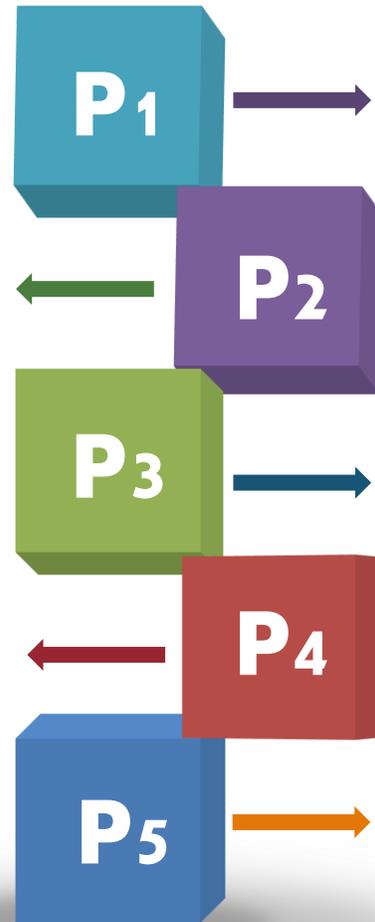


Stakeholder List	Records for Traceability System (for Part 4)
Sales and Delivery Records	Pricing for Products & Services

Social responsibility, health, safety and employment condition



Social Impact Assessment (SIA)	OSH Records
Employee Disciplinary actions Records	Employee & Labour Register
Job Description	Employment Contract
Work Recording	Payslips
Risk Assessment	Annual Water Quality Analysis



Management commitment and responsibility

Internal Audit Report	Management Review
Training Records	Stakeholder Complaints and resolutions
Information to subcontractors about conforming with MSPO Requirements	



Compliance to legal requirements

legal Register	Compensation
FPIC, where its applied	Proof of legal acquisition of land title
NCR Maps & perimeter boundary coordinates	



Environment, natural resources, biodiversity and ecosystem services

GHG Records	Annual Water Quality Analysis
Polluting Activities	HCV Assessment Report

Compliance Evidence



Permit, License, Approval, Assessment, Inspection etc Competency

- MPOB License
- HRD Corp Registration
- Air Compressor/Air receiver
- Hoist/Lift/cranes
- Genset
- Diesel Skid Tank
- Chemical Store / Pesticides Store
- Scheduled Waste Store
- Fire Certificate
- Stack / Chimney
- Steam Boiler
- WWTP
- POME Treatment
- Transportation / Vehicles
- Weighbridge
- Accommodation/ living quarters
- Water System, Sewerage System and Septic Tank
- Underground water / Borewell



Training & Competency

- Law-related Training
 - ✓ Safety and Health Committee Member
 - ✓ OSH Training
 - ✓ Hazardous Chemical Handler
 - ✓ Scheduled Waste Handler
 - ✓ Employee exposed to excessive noise
 - ✓ Employee handled the highly toxic pesticides
 - ✓ First Aider
- Law-related Training
 - ✓ Fire Safety Manager & Fire Safety Team - Fire Safety & Emergency
 - ✓ Fire Drill Training
- MSPO Requirements
 - ✓ Training based on needs
 - ✓ OSH Risk
 - ✓ Environmental Training



Site Management

Field Visual Identification

Parameter boundary markers

No construction to divert the water from the river

Fire Prevention

Appointed Personnel

-  Traceability Management Representative
-  Management official for communications and consultation
-  Officer responsible for workers' health and safety