

# Training Outline



## Sustainability Standards Training Series

### MSPO Lead Auditor Training

#### *Acknowledgement*



This training has obtained an official endorsement from MPOCC as an approved training provider for MSPO Lead Auditor Course.

Endorsement Reference Number: MPOCC 8/7/1/4 (2)

Approval Letter: <http://osh-isis.com/outline/etp.pdf>

#### *Training program overview*

Audit is an evidence gathering process. Audit evidence is used to evaluate how well audit criteria are being met. Audits must be objective, impartial, and independent, and the audit process must be both systematic and documented.

In the context of MSPO standard, an auditor is a person who collects evidence in order to evaluate how well sustainability systems meet requirements. Auditors are expected to determine whether sustainability systems comply with standards and other planned arrangements. They must also be able to determine whether the established systems are properly implemented and maintained. And they must be able to do all of this while being independent, objective, impartial and competent.

This course is designed for participants who wish to gain knowledge of MSPO requirements, National Standards on sustainability applicable to palm oil industry supply chain from plantation to oil mills and refineries. It focuses on the interpretation and implementation of MSPO requirements, legal and specific requirements in compliance with MSPO.

According to MSPO Certification Scheme Document, MSPO auditor only can be eligible to conduct certification audit if he/she has successfully completed the scheme owner endorsed lead auditor training (5

days) and training certificate is valid for 5 years. Re-attend the lead auditor training is required before the expiry or whenever there are changes in the MSPO Standard.

### *Training Objectives*

1. Develop competent auditors in accordance with the MSPO Certification Scheme Procedure.
2. Development of auditors characterized by integrity, professionalism, and impartiality.
3. Enhance critical thinking skills to enable auditors to assess critical areas with depth and thoroughness.
4. Provide advanced audit technique training to upskill auditors, ensuring positive and effective audit outcomes.

### *Training Scope / Guideline*

1. Competency Requirements For Certification Bodies Operating Oil Palm Management Certification Under The Malaysian Sustainable Palm Oil (MSPO) Certification Scheme Document ([MSPO Certification Scheme Document](#).)
2. Guidelines for auditing management systems (ISO 19011:2011). A latest version of guideline for auditing by ISO in year 2018
3. Malaysian Sustainable Palm Oil (MSPO) Part 1, Part 2, Part 3 and Part 4

### *Target Participant*

Auditor, Sustainability Team Member, Sustainability Manager, Internal Auditor

### *Training outline (5 days duration course)*

#### **Module 1: Integrity and Professionalism**

- ✓ Ethical considerations in the accreditation and certification process.
- ✓ Maintaining professionalism and integrity

#### **Module 2: Sustainability Fundamental & Concept**

- ✓ Definition and principles of sustainability.
- ✓ Overview of global sustainability initiatives.
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- ✓ Understanding the SDGs and their relevance to palm oil industries.
- ✓ Introduction to Sustainable Development Goal (SDG)
- ✓ Identification and analysis of key sustainability issues.
- ✓ Case studies on sustainability challenges in the palm oil sector.
- ✓ Comparison Between MSPO and Other Sustainability Standards
- ✓ Comparative analysis of MSPO with other sustainability standards.

- ✓ Identifying commonalities and differences

### **Module 3: Governing the MSPO Certification Scheme**

- ✓ Introduction to the MSPO Certification Scheme.
- ✓ Key elements and requirements
- ✓ Understanding the risk assessment process in MSPO certification.
- ✓ Sampling process
- ✓ Traceability System application
- ✓ Practical examples and exercises

### **Module 4: Accreditation & Certification Process**

- ✓ Overview of accreditation and certification processes.
- ✓ Role of ISO 17021 in MSPO certification
- ✓ Overview MSPO standard requirements.
- ✓ Importance of compliance

### **Module 5: MSPO Principle and Criteria, documentation, and application**

- ✓ In-depth exploration of MSPO specified requirements/P,C&I
- ✓ Social, Safety & Health and environmental aspect
- ✓ Documentation essentials for MSPO certification

### **Module 6: Auditing Guidelines**

- ✓ Overview of ISO 19011 guidelines for auditing
- ✓ Application to MSPO certification audits.
- ✓ Planning and preparation for MSPO audits
- ✓ Identifying risks and opportunities in the audit process
- ✓ Practical use of Turtle Diagrams in MSPO audits
- ✓ Hands-on exercises

### **Module 7: Evaluating MSPO audits and management of findings**

- ✓ Evaluation criteria and methods
- ✓ Ensuring compliance with MSPO standards
- ✓ Techniques for effective findings management
- ✓ Reporting requirements in MSPO audits
- ✓ Identifying nonconformities and corrective action processes
- ✓ Follow-up procedures for continuous improvement

### **Module 8: Special Topics - MSPO GHG Calculation, Legal Requirements, SIA, HCV, Traceability and Conclusion**

- ✓ MSPO GHG Calculation and Assessment.

- ✓ Understanding Legal Requirements and Compliance.
- ✓ Health and Safety
- ✓ Environmental Management
- ✓ Social Impact Assessment (SIA).
- ✓ High Conservation Value (HCV).
- ✓ Traceability and Identification.
- ✓ Local Community Development
- ✓ Recap of key learnings.
- ✓ Certification process and next steps.

## **Contact Information**

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**Trainer Profile: <http://osh-isis.com/outline/dmn.pdf>**

**Trainer Profile: <http://osh-isis.com/outline/edw.pdf>**

# Why Us

## Why OSH-ISIS Shall Be Your Preferred Partner

OSH ISIS provide a professional services motivated to design management system through dynamic platform for industry stakeholders.

More view on our system (click for viewing;



Simplified Management System






Hyperlinked Management System

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	<a href="https://youtu.be/Nk4OVIOkcUA">https://youtu.be/Nk4OVIOkcUA</a>	e-HIRARC Program. A smart tool for assessing risk and danger at workplace	Sample: <a href="http://osh-isis.com/hirarc.xlsx">http://osh-isis.com/hirarc.xlsx</a>
	<a href="https://youtu.be/ojkhfwsJyvE">https://youtu.be/ojkhfwsJyvE</a>	Integrated Safety Inspection System. An integration program to comply OSH-related laws and OHSAS 18001	Sample: <a href="http://osh-isis.com/isis.xls">http://osh-isis.com/isis.xls</a>
	<a href="https://youtu.be/D8Xotr76_cw">https://youtu.be/D8Xotr76_cw</a>	An effective management of OSH legal	