



RSPO INTERNAL AUDITOR TRAINING



MTBM Group Sdn. Bhd. (1600656-M)

Level 8, MCT Tower, Sky Park, One City, Jalan USJ 25/1, 47650 Subang Jaya, Selangor

Course Title: RSPO Internal Auditor Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION:

This training provides participants with practical skills to plan, conduct and report internal audits based on RSPO Principles and Criteria (P&C) and Supply Chain Certification (SCC) requirements. It focuses on evaluating legal, social, environmental and supply chain controls, identifying nonconformities and supporting continual improvement. Through case studies, exercises and audit simulations, participants will learn how to perform RSPO internal audits effectively and support certification readiness.

OBJECTIVE(S):

- Understand RSPO P&C and SCC audit requirements.
- Learn audit principles, ethics and auditor competencies.
- Develop audit planning, checklists and sampling techniques.
- Conduct internal audits for plantations, mills and supply chain operations.
- Evaluate conformity with legal, social, environmental and operational criteria.
- Identify nonconformities and assess risks and impacts.
- Prepare clear audit findings, reports and corrective action requests.
- Strengthen organisational readiness for RSPO certification.

TARGET GROUP(S):

- Internal auditors
- RSPO implementation committee members
- Sustainability and compliance teams
- Plantation and mill managers
- Supply chain and logistics personnel
- Quality assurance and documentation owners

ENTRY REQUIREMENT(S):

- Able to read and communicate in Malay/English

TOPIC(S):

1. Introduction to RSPO Internal Auditing Requirements
2. Audit Principles, Ethics and Auditor Responsibilities
3. Understanding RSPO P&C and SCC Standards as Audit Criteria
4. Audit Planning, Checklist Development and Interview Techniques
5. Conducting Internal Audits for Plantations and Mills
6. Conducting Internal Audits for RSPO Supply Chain (SCC) Operations
7. Identifying Nonconformities, Root Cause and Corrective Action
8. Reporting, Follow-Up and Continual Improvement

LIST OF REFERENCE BOOK(S):

- RSPO Principles and Criteria (P&C) Standard
- RSPO Supply Chain Certification Standard (SCC)
- ISO 19011:2018 Auditing Guidelines
- Sustainability and compliance references

LIST OF TEACHING AID(S):

- LCD projector
- Computer
- Whiteboard with accessories
- Flip chart with accessories
- Audit checklists and RSPO templates

METHODOLOGY(S):

- Lecture
- Case studies
- Group discussions
- Audit simulation and role-play
- Documentation review exercises

TRAINING SCHEDULE

Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 10:15 am	Topic 1: RSPO Internal Audit Overview
10:15 am – 10:30 am	Morning Tea Break
10:30 am – 12:30 pm	Topic 2: Audit Principles, Ethics and Auditor Responsibilities
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 3:30 pm	Topic 3: Understanding P&C and SCC Standards as Audit Criteria
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Topic 4: Audit Planning, Checklist Development and Interview Techniques

TRAINING SCHEDULE

Day 2

Time	Activity / Topic
8:30 am – 9:00 am	Recap of Day 1
9:00 am – 10:15 am	Topic 5: Conducting Plantation and Mill Audits
10:15 am – 10:30 am	Morning Tea Break
10:30 am – 12:30 pm	Topic 6: Conducting Supply Chain (SCC) Audits
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 3:30 pm	Topic 7: Identifying Nonconformities, Root Cause & Corrective Action
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Topic 8: Reporting, Follow-Up and Continual Improvement Workshop