



MSPO INTERNAL AUDITING TRAINING



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Course Title: MSPO Internal Auditing Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training equips participants with the required competencies to conduct internal audits for the Malaysian Sustainable Palm Oil (MSPO) certification scheme under the MS 2530 series. The course guides participants through internal auditing techniques, MSPO principles and criteria, sustainability requirements, legal compliance, operational controls for estates and mills, and documentation required for certification. Participants will learn how to evaluate conformity, gather audit evidence, report nonconformities, and support continual improvement needed for MSPO compliance.

OBJECTIVE(S):

- Understand MS 2530 (MSPO) requirements from the perspective of an internal auditor.
- Learn internal audit principles and competencies based on ISO 19011.
- Strengthen skills in planning, conducting, reporting, and closing internal audits.
- Evaluate sustainability performance including governance, environmental and social responsibility.
- Identify nonconformities, apply root-cause analysis, and evaluate corrective actions.
- Enhance readiness for MSPO certification audits and surveillance activities.

TARGET GROUP(S):

- Estate & Mill Management Personnel
- Smallholder Group Leaders
- QA/QC & Sustainability Executives
- Compliance, RSPO/MSPO Committee Members
- Internal Auditors & Documentation Controllers
- Anyone involved in MSPO audit and certification processes

ENTRY REQUIREMENT(S):

- Able to read, write, and communicate in Malay/English
- Basic understanding of plantation or mill operations (advantage)

TOPIC(S):

1. Overview of MSPO & MS 2530 Series
2. Principles, Criteria & Indicators for Sustainability
3. ISO 19011 Internal Auditing Principles
4. Audit Programme, Planning & Checklist Development
5. Legal Requirements & Compliance Auditing
6. Auditing Environmental Management (Pollution, Waste, Biodiversity)
7. Auditing Social Responsibility & Labour Standards
8. Auditing Good Agricultural Practices & Safe Operations
9. Auditing Supply Chain Requirements for Mills & Estates
10. Auditing Documentation, SOPs & Records
11. Identifying Nonconformities & Writing Audit Findings
12. Corrective Action, Root Cause Analysis & Audit Follow-Up

LIST OF REFERENCE BOOK(S):

- MS 2530:2019 MSPO Standards
- ISO 19011:2018 Auditing Guidelines
- MPOB & MSPO Certification Scheme Guidelines

LIST OF TEACHING AID(S):

- LCD projector
- Computer
- Whiteboard with accessories

METHODOLOGY(S):

- Lecture
- Group discussions
- Case studies
- Internal audit simulation

TRAINING SCHEDULE

Day 1

| Time | Activity / Topic |
|---------------------|---|
| 8:30 am – 9:00 am | Registration & Introduction |
| 9:00 am – 9:45 am | Topic 1: Overview of MSPO & MS 2530 Series |
| 9:45 am – 10:30 am | Topic 2: MSPO Principles, Criteria & Indicators |
| 10:30 am – 10:45 am | Morning Tea Break |
| 10:45 am – 11:30 am | Topic 3: ISO 19011 Internal Audit Principles |
| 11:30 am – 12:30 pm | Topic 4: Audit Programme, Planning & Checklists |
| 12:30 pm – 1:30 pm | Lunch Break |
| 1:30 pm – 2:30 pm | Topic 5: Legal Compliance & Governance Auditing |
| 2:30 pm – 3:30 pm | Topic 6: Auditing Environmental Management Requirements |
| 3:30 pm – 3:45 pm | Afternoon Tea Break |
| 3:45 pm – 5:00 pm | Workshop: Developing MSPO Audit Checklists |

TRAINING SCHEDULE

Day 2

| Time | Activity / Topic |
|---------------------|--|
| 8:30 am – 9:00 am | Recap of Day 1 |
| 9:00 am – 9:45 am | Topic 7: Auditing Social Responsibility & Labour Standards |
| 9:45 am – 10:30 am | Topic 8: Auditing GAP & Safe Operations |
| 10:30 am – 10:45 am | Morning Tea Break |
| 10:45 am – 11:30 am | Topic 9: Auditing Supply Chain & Mill Requirements |
| 11:30 am – 12:30 pm | Topic 10: Auditing Documentation, SOPs & Records |
| 12:30 pm – 1:30 pm | Lunch Break |
| 1:30 pm – 2:30 pm | Topic 11: Writing Audit Findings & Classifying NCs |
| 2:30 pm – 3:30 pm | Topic 12: CAPA, Root Cause Analysis & Follow-Up |
| 3:30 pm – 3:45 pm | Afternoon Tea Break |
| 3:45 pm – 5:00 pm | Final Simulation: MSPO Internal Audit & Closing Meeting |