



**MANAGEMENT SYSTEM CERTIFICATION DEPARTMENT**

**REQUEST FOR INFORMATION (RFI)  
MALAYSIAN SUSTAINABLE PALM OIL (MSPO) CERTIFICATION**

This Request for Information (RFI) is sent to applicants to allow us to understand your business and to provide you with the best possible service.

**PLEASE COMPLETE IN BLOCK LETTERS**

**1. INFORMATION ABOUT ORGANIZATION SEEKING MSPO CERTIFICATION**

Name of Organization : \_\_\_\_\_

*(Note : Indicate exactly how the name of the organization is to appear on the certificate such as name of holding company / HQ)*

Company registration no.(ROC): \_\_\_\_\_

Postal Address : \_\_\_\_\_

\_\_\_\_\_

Web-site address (if any) : \_\_\_\_\_

Name of contact person : \_\_\_\_\_

Designation : \_\_\_\_\_

E-mail address : \_\_\_\_\_

Contact Number : \_\_\_\_\_

Fax Number : \_\_\_\_\_

**2. TYPE OF MSPO CERTIFICATION :**

2.1 Please choose and tick ( √ )

a)  Individual certification [complete 2.2]

b)  Group certification  Without palm oil mill [complete 2.3]

With palm oil mill [complete 2.3]



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**2.2 Individual certification**

a) Tick (✓) for category of premises

<input type="checkbox"/>
<input type="checkbox"/>

Oil palm smallholder  
Oil palm estate

<input type="checkbox"/>
<input type="checkbox"/>

Palm oil mill  
Please specify if other than above :

b) Details of premise to be certified

Name of premise to be certified :

Company registration no. (ROC) :

Location Address :

Total employees :

No. of shift (provide the period) :  
e.g. 2 shifts (7am-7pm, 7pm-7am)

Total area (ha) to be certified :

FFB production (MT / yr) :

Mill processing capacity (MT / hr) :

Outsourced processes :

**2.3 Group Certification**

a) Detail of Group Manager (i.e. group shall appoint a competent Group Manager to act on behalf of the group) :

Name :

Correspondence address :

Contact no. (Office and Mobile) :

Email address :



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b) List and profile of group members

Note : Please provide separate attachment if necessary

No.	Group member	Site location address	Mill capacity (MT/hr)	Total land title area (ha)	Total planted area (ha)	FFB production (MT/yr)	Year of planting
1.							
2.							
3.							
4.							
5.							
6.							
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20.							



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**3.0 OTHER INFORMATION**

- a) Have you engaged the services of a consultant to develop your MSPO system?  Yes  No

If 'Yes', give the name of the consultant : \_\_\_\_\_

- b) Tentative date for Stage 1 Audit : \_\_\_\_\_

- c) Tentative date for Stage 2 Audit : \_\_\_\_\_

- d) Do you currently hold any sustainable management system (e.g. RSPO, ISCC)  Yes  No

- e) Do you currently hold any management system (e.g. ISO 9001 QMS, ISO 14001 EMS, OHSAS 18001/ MS 1722/ ISO 45001)  Yes  No



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**APPENDIX 1: Request for Information (RFI) for Self Assessment**

Please tick (/) at the appropriate column.

No.	<u>A. Management Responsibility</u>	No	Yes	Remarks
1.	Does your company have a management person responsible for the sustainability issues?			
2.	Does your company publish a sustainability report?			
3.	Does your company organize training sessions to enhance the understanding of sustainability (environmental and social aspects and impacts of operations, and was to manage/improve them)?			
4.	Does your company provide transparent information on the company's operations for the public access?			
5.	Does your institution has a Quality Management System (QMS) and does it conduct an internal audit every year?			
	<u>B. Social Aspect</u>	No	Partially Available	Yes
1.	Does your company have a policy covering the following: <i>Please refer to Principle 4 Criteria 5 Indicator 14 (MSPO Standard)</i>			
	- respect for human right,			
	- no forced labour,			
	- no child labour,			
	- working condition,			
	- wages & benefits,			
	- non-discrimination,			
	- freedom of association and collective bargaining			
		No	Yes	Remarks
2.	Does your site have a management system in place to manage the social issue policies described in question 1?			
3.	Have you receive any complaints or feedbacks related to social issues?			
4.	Have safety & health audits been conducted at this site?			
5.	Does your company have a written safety& health policy in place which complies with industry, national and international standard?			
6.	Does this site have a safety & health management system in place?			



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		No	Yes, internal audit	Yes, external audit
7.	Was a social audit been conducted at your site within the last 24 months?			
	<b><u>C. Economic Aspect</u></b>	<b>No</b>	<b>Yes</b>	<b>Remarks</b>
1.	Does your company have a policy in place regarding business conduct and compliance?			
2.	Does this site adhere to ethical business conduct?			
3.	Does your company have long term financial management plan?			
4.	Is there a system in place to monitor the implementation of the management plan?			
	<b><u>D. Environment Aspect</u></b>	<b>No</b>	<b>Yes</b>	<b>Remarks</b>
1.	Does your company have a formal environmental policy, which includes a commitment to legal compliance, continuous monitoring and improvements in environmental performance?			
2.	Does this site have an environmental management system in place?			
3.	Does your facility have work procedure to manage the use of restricted substances and chemicals?			
4.	Are the operations included in your scope of certification located near to the protected/ high conservation value areas (e.g. national park, biological reserve and water catchment area) as per state and national regulations?			
5.	Are there any endangered, rare and threatened species observed at the operation site or around it?			
5(a).	If yes, is there any effort to protect it?			
		<b>No</b>	<b>Yes, internal audit</b>	<b>Yes, external audit</b>
6.	Was an environmental audit been conducted at your site within the last 24 months?			



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	<b>Additional questions for production sites:</b>	<b>No</b>	<b>Yes</b>	<b>Remarks</b>
1.	Are agricultural operations in your scope of certification using soils with high potential for erosion?			
2.	If yes, what is the mitigation measures implemented and monitored?			
3.	Do any of the estates has planting on peat?			
4.	Do any of the estates has plan to plant on peat?			
5.	Do you have estates with immature palm (0-3 year's old palm)?			
6.	Do you have any recent land clearing to plant oil palm (within the land title area)?			
7.	Do you have latest acquisition to establish oil palm (new area)?			