SIRIM QAS INTERNATIONAL	**MANAGEMENT SYSTEM CERTIFICATION DEPARTMENT**
	REQUEST FOR INFORMATION (RFI) **MALAYSIAN SUSTAINABLE PALM OIL (MSPO) CERTIFICATION** **PART 2 / PART 3 / PART 4-1**

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 [please fill-up item 2.2 below]

b) ☐ Group certification ☐ Without palm oil mill [please fill-up complete 2.3]

☐ With palm oil mill [please fill-up complete 2.3]

2.2 Individual certification

a) Tick (√) for category of premises

☐	Oil palm smallholder	☐	Palm oil mill
☐	Oil palm estate	☐	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 : _____

b) List and profile of group members / smallholders
Note : Please provide separate attachment if necessary

No.	Group member / smallholders	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.							
7.							
8.							
9.							
10.							

3 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 certification (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

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

Please tick (/) at the appropriate column.

No.	A) Management Responsibility	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?			
	B) Social Aspect	**No**	**Partially Available**	**Yes**
1	Does your company have a policy covering the following:			
	- respect for human right,			
	- no forced labour,			
	- no child labour,			
	- working condition,			
	- wages & benefits,			
	- non-discrimination,			
	- freedom of association and collective bargaining			
2	Does your company have foreign worker in labour force			
3	Does your site have a management system in place to manage the social issue policies described in question 1?			
4	Have you receive any complaints or feedbacks from your stakeholders related to social issues?			
5	Have safety & health audits been conducted at this site?			
6	Does your company have a written safety& health policy in place which complies with industry, national and international standard?			
7	Does this site have a safety & health management system in place?			

		No	Yes, internal audit	Yes, external audit
8	Was a social audit been conducted at your site within the last 24 months?			
	C) Economic Aspect	**No**	**Yes**	**Remarks**
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?			
	D) Environment Aspect	**No**	**Yes**	**Remarks**
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 (hcv) 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?			
6	Have you receive any complaints or feedbacks from your stakeholders related to environmental issues?			
		No	**Yes, internal audit**	**Yes, external audit**
7	Was an environmental audit been conducted at your site within the last 24 months?			

	Additional questions for production sites:	No	Yes	Remarks
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)?			
8	Do you have land conflicts and/or legality issues?			