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

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. DETAILS OF APPLICANT

Name of Company : _____

Company Registration No. : _____

Postal Address : _____

_____

Web-site (if any) _____

Contact person (1) : _____

Position : _____

Telephone : _____

E-mail address : _____

Activity at processing facility : _____

Multi sites / dealers (if applicable)

Activity at each site :

Site no.	Address	Activity

Is your organization part of larger organization? ☐ Yes ☐ No

If 'Yes' give the name of holding company : _____

Category of organization (tick where appropriate)

☐ Government ☐ Large/multinational (origin)

☐ SMI ☐ Join Venture ☐ Others

2. INFORMATION ON SITE(S) SEEKING CERTIFICATION

2.1 Model of the supply chain used [Please tick (√) :

☐ Segregation (SG) ☐ Mass Balance (MB)

2.2 Type of certification/audit [Please tick (√) :

☐ Single site ☐ Multi-site / dealers

2.4 Has the facility purchased or has carried out transactions in MSPO certified oil palm products ☐ Yes ☐ No

2.5 Is the facility/dealers physically handling the MSPO certified palm products (FFB / CPO / PK and other palm products) ☐ Yes ☐ No

2.6 Applicable to multi-site operations / dealers

i) Is there a single management organization controlling the processing facilities (sites)-Central Office. ☐ Yes ☐ No

If yes, please state the name and: address of the organization _____

ii) Number and list of all processing facilities (sites). (please provide list as attachment _____

3. INFORMATION ON PRODUCT/PROCESS TO BE CERTIFIED

3.1 Describe the scope including products of your company's activity for which certification is sought: {Indicate the final product(s) / process(es) for which supply chain is applied for}.In the case of multisite operations, please indicate the scope at each processing facility.

_____

_____

_____

3.2 Does the facility uses outsourced activities such as storage, transport etc ☐ Yes ☐ No

3.3 List processes/activities which have been outsourced

_____

_____

_____

3.4 Is any of the outsourced activities has been certified to MSPO Supply Chain certification system?

No.	Product/Activity	Name and Address of Sub-Contractor	Agreement/Certification (Yes/No)

4. OTHER INFORMATION

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

If 'Yes', give the name of the consultant : _____

(b) How long has the MSPO supply chain system been implemented?

_____

(c) Have you obtained certification (or previously held) any of management system (e.g. ISO 9001, ISO 22000) ☐ Yes ☐ No

If yes, please name the certification body : _____

(d) Do you currently hold any sustainable certification (e.g. RSPO SC, ISCC) ☐ 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?			