

HORNBILL CERTIFICATION SDN BHD	MALAYSIAN SUSTAINABLE PALM OIL (MSPO) CERTIFICATION
	QUESTIONNAIRE FOR SELF-ASSESSMENT (QFSA)

This questionnaire is sent to applicants to allow us to understand your business and to provide you with the best possible service.

1. INFORMATION ABOUT ORGANIZATION SEEKING MSPO CERTIFICATION

Name of organization: <i>(Note: Indicate exactly how the name of the organization is to appear on the certificate such as name of holding company / HQ)</i>	
Company registration no. (ROC):	
Postal Address:	
Web-site address (if any)	
Name of contact person	
Designation	
Email Address	
Contact Number	
Fax Number	

2. TYPE OF MSPO CERTIFICATION:

STANDARD(S)	Please tick (/)
MS 2530-2: General principles for independent smallholders	
MS 2530-3: General principles for oil palm plantations and organised smallholders	
MS 2530-4: General principles for palm oil mills	
MSPO SCCS -01: Supply Chain Certification Standard	

3. PLEASE CHOOSE AND TICK (✓)

a)		Individual Certification	
b)		Group Certification	
			Without palm oil mill
			With palm oil mill

4. INDIVIDUAL CERTIFICATION

Tick (✓) for category of premises

	Oil Palm Smallholder		Palm Kernel Crusher
	Organised smallholder		Palm Oil Refinery
	Oil Palm Estate		Palm biomass and bio-fuel plants
	Palm Oil Mill		Others (Please specify)

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5. A) DETAILS OF PREMISE TO BE CERTIFIED

Type of product to be certified (for SCCS)	
Company registration no. (ROC):	
MPOB Licence No:	
Expiry date of MPOB licence	
Location Address:	
GPS Coordinate	
Total Employees	
No of shift (provide the period) e.g. 2 shifts (7am-7pm, 7pm-7am)	
Total area (ha)	
Total area (ha) to be certified	
Total Planted Area	
Total Unplanted Area	
Facilities processing capacity (MT/hr)	
Outsourced processes (any activities that engaged with contractors)	

B) PRODUCTION DETAILS

FFB production (MT/ yr)	
CPO production (MT/ yr)	
CPKO production (MT/ yr)	
PFAD production (MT/ yr)	
PKFAD production (MT/ yr)	
PO production (MT/ yr)	
PKO production (MT/ yr)	
RBDPO production (MT/ yr)	
RBDPKO production (MT/ yr)	

6. 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)	

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b) List and profile of group members

No.	Member	GPS Coordinate/Site location address	Facilities processing capacity (MT/hr)	Total area (ha)	Production (MT/yr.)	Year of planting (for MS 2530-2 & 3)	MPOB License No.
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Note: please provide separate attachment if necessary and ensure that the MPOB License is valid (legal obligation)

7. 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 (OPMC)				
c)	Tentative date for Stage 2 Audit (OPMC)				
d)	Tentative date for SCCS audit				

Do you currently hold any sustainable management system (e.g. RSPO, ISCC)?

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

	Yes		NO
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8 AUDIT SITE TRANSPORTATION DETAILS

Location of most convenient airport	
Distance from airport to head office (km)	
Time required for travel from airport to head office	
Distance from head office to farthest plantation area/processing plant (km)	
Time required for travel from head office to the farthest plantation area/processing plant	

9 MSPO STAKEHOLDER LIST

These stakeholder groups may include national and local level government departments and agencies, and non-government organisations (NGOs) involved, or having interest, in oil palm management, as well as representatives of indigenous and/or local communities directly affected by the management and operations in the management unit.

Stakeholder Category	No	Name	Position	Location	Contact No	Email (if available)
Relevant government departments and agencies	1					
	2					
NGO	1					
	2					
Local communities (Ketua Kampung/ Penghulu etc)	1					
	2					
Labour organisation/ Workers union	1					
	2					
Contractors	1					
	2					

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10 COMPANY BACKGROUND INFORMATION

a) Please provide information on the company e.g.:

i. Company background (both the Corporation/ Holding company as well as the unit to be audited), when and how it was established, etc. Date of establishment

ii. Locality Maps (Mill and or Estates) – To be provided in softcopy

iii) Location Map (location of mill and /or estates with reference to State/ District the certificate holder is located) - To be provided in softcopy

iv) Individual Map of estates sampled with the proper legend, compass direction, roads, waterways, blocks / fields etc - To be provided in softcopy

Table A) FFB Production (for Estates/ Farm)

Estate	FFB Production (MT) Period: mmyy - mmyy	
	Previous Actual FY (yyyy/yyyy)	Budget /Estimate / Projection (FY yyyy/yyyy)
Total		
Total FFB Sent To Palm Oil Mill/Collecting Centre		

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TABLE B: Actual and Budget/ Estimate / Projected Mill Processing Data (for Mill)

Name of Mill	Previous Actual FY (mmyy/mmyy)	Previous Actual FY (mmyy/mmyy)		Budget / Estimate /Projection (FY mmyy/mmyy)	Budget/ Estimate/Projection (FY mmyy/mmyy)	
	FFB Processed (MT)	CPO (MT)	PK (MT)	FFB Processed (MT)	CPO (MT)	PK (MT)
Palm Oil Mill						
		OER%	KER%		OER%	KER%

TABLE C: Supply Base Area Statement (for Estate/ Farm)

Area Statement (Ha)						
Supplying Estate	Titled Area (Ha) (Certified Area)	Planted (Ha)		*Conservation (Ha)	HCV/ High biodiversity value (ha)	**Others (Ha)
		Immature Area (Ha)	Mature Area (Ha)			
TOTAL						

* Please describe if information are available

* e.g Conservation area: riparian reserve, waterways, forest buffer zone etc

** Others : non-crop area : road, office, workshop, labor quarters

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APPENDIX 1 QUESTIONNAIRE FOR SELF ASSESSMENT (FOR MS 2530 APPLICANT/TRANSFER ONLY)

Please tick (/) at the appropriate column

No.	A. Management Responsibility	No	Yes	Remarks	To be filled by HBC
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 have a Quality Management System (QMS) and does it conduct an internal audit every year?				

No.	B. Social Aspect	No	Yes	Remarks	To be filled by HBC
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				
2.	Does your site have a management system in place to manage the social issue policies described in question 1?				
3.	Have safety & health audits been conducted at this site?				
4.	Does your company have a written safety & health policy in place which complies with industry, national and international standard?				
5.	Does this site have a safety & health management system in place?				
		No	Yes, internal audit	Yes, external audit	To be filled by HBC
6.	Was a social audit been conducted at your site within the last 24 months?				

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No	C. Economic Aspect	No	Yes	Remarks	To be filled by HBC
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?				
No	D. Environment Aspect	No	Yes	Remarks	To be filled by HBC
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?				
No		No	Yes, internal audit	Yes, external audit	To be filled by HBC
6.	Was an environmental audit been conducted at your site within the last 24 months?				

No	Additional questions for production sites:	No	Yes	Remarks	To be filled by HBC
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?				

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DECLARATION

We hereby declare that the details furnished above are true and correct to the best of our knowledge and we undertake to inform Hornbill Certification (HBC) of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, we are aware that we may be held liable for it.

Signed:	
Name:	
Position:	
Date:	
Contact No.:	
Email:	

For HORNBILL CERTIFICATION SDN BHD use only:

Reviewed/Acknowledge by Administration/Certification Manager:

Date: