

**Lead Auditor**  
**Report To: Managing Director**

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Job ID: JD 05/CS  
Category: Contractual Staff

### **1. Job Purpose**

Leading a Team for Auditors in conducting audit job to BQAS Client/Certified client. Audit jobs are conducted initial certification, surveillance and recertification audit or any other audit related to MSO certification.

### **2. Specific Functions**

- a. Reviews the client's MSPO Application & Review Form before the ACC meeting to detect any changes in the management system or plantation set up at least a month before the audit.
- b. Gives recommendations on certification decision.
- c. Sits in the Audit & Certification Committee to provide inputs on the client to be audited or previously audited for deliberation.
- d. Prepares the audit plan after the ACC deliberation and issues a notice to the client regarding the forthcoming audit.
- e. Conducts and leads opening, closing & stakeholder meeting with client/certified clients.
- f. Conducts audits as planned while avoiding consecutive auditing of a certified client.
- g. Prepares audit reports and issues NCR forms to client.
- h. Communicate during audit time between BQAS and client organization.
- i. Carries out surveillance and recertification audits or any other audits related to MSPO certification.
- j. Compiles all audit documents and records.
- k. Submits audit report and documents and record to MD, BQAS.
- l. Interviews with client's stakeholders
- m. Conducts information gathering, evidence to assessed criteria
- n. Carries out surveillance and recertification audit or any other audits related to MSPO certification.
- o. Any other responsibilities assigned by BQAS MD relevant to and as required of the Lead Auditors.

### **3. Key attributes**

- Conversant in languages- English, Bahasa and local dialects.
- Writing skills in English and Bahasa.
- Able to work under pressure

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- Possess interviewing skills & ability to collect, interpret, analysis and write objective evidence and assessments.
- Customer oriented personality
- Good knowledge on operations of palm oil mills.
- Hardworking and good team player
- Good knowledge of palm oil industry and plantation operation
- High integrity

### **4. Qualification**

#### **Education**

- Post-secondary education, college or university diploma/degree in one of the following; agricultural, science technology (Environmental Sciences, Life Sciences, Geological).
- Engineering, Process Technology
- Energy management, quality management
- Social sciences/anthropology
- Business management
- Other relevant fields.

### **5. Work experience**

At least 5 years of work experience in the oil palm sector or related field such as social, health, forestry, conservation, safety and environmental.

### **6. Training**

Attended the MS 2530 series of standards training or other Auditor competency trainings endorsed by MSPO and

- **Lead Auditor**  
Shall have undergone 40 hours of accredited MSPO Lead Auditor Course in Quality Management System, Environmental Management System or Occupational, Health and Safety Management System.

### **7. Auditing Experience**

- Conducted at least 4 MSPO or equivalent sustainability certification audit as Lead Auditor-in-training with minimum of twenty days man-days under the direction and guidance of qualified Lead Auditor for MSPO or equivalent sustainability certification schemes within the last 2 years.

### **8. General Requirements**

- A good knowledge in handling and evaluating sources of information and data. Able to communicate in English, Bahasa or any other local language.

**Knowledge for MSPO Auditing and Certification**

No	Knowledge	Application Review	Lead Auditor
1	MSPO Terminology	Have knowledge of environmental terms and definitions	Have knowledge of MSPO terms, definition and concepts.
2	Fundamental concepts and principles of MSPO Environmental OSH and QMS.	Not applicable	Have knowledge and understanding of general concepts and principles of MSPO management system.
3	MSPO training and measuring techniques	Not applicable	Have good knowledge and understanding of oil palm management standards and its related assessment procedures use under MSPO Certification Scheme.
4	MSPO aspects and impacts	Have knowledge of MSPO aspects and associated impacts.	Have knowledge and understanding of oil palm principles, criteria and practices.
5	Life cycle perspective	Not applicable	Have knowledge of life cycle concepts and how organization can apply a life cycle perspective to its products and services.
6	MSPO performance evaluation	Not applicable	Have knowledge and ability to assess and evaluate oil palm management practice and performance.

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7	<b>Compliance obligation</b>	<b>Not applicable</b>	<b>Have knowledge to determine and assess the application of laws, code of practise, procedures and guidelines related to oil palm management.</b>
8	<b>Emergency preparedness and response</b>	<b>Not applicable</b>	<b>Have knowledge and understanding to evaluate the effectiveness of oil palm emergency preparedness and response process.</b>
9	<b>Operational control</b>	<b>Not applicable</b>	<b>Have knowledge and understanding of MSPO auditing principles, including techniques used to evaluate the effectiveness of the oil palm industry</b>
10	<b>Factors related to the site</b>	<b>Have knowledge of site related factors including proximity to sensitive environments (wetland, flora, fauna and human communities) that may be impacted by the organization activities, sufficient to select a competent audit team.</b>	<b>Have the knowledge of site related factors that might influence potential impacts of organization aspects to the surrounding areas, ecosystem and communities. Site factors include geography, climate, hydrogeology, topography, soil and other site related physical conditions as well as prior use of the site.</b>
11	<b>Scope</b>	<b>Have knowledge to determine that the proposed scope of certification is appropriate to achieve the intended results of the application review.</b>	<b>Have the knowledge to determine the scope when an MSPO is appropriate within the context of an organization and its activities, products and services.</b>

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<b>12</b>	<b>Communication information</b>	<b>Not applicable</b>	<p>Have the knowledge to auditing of communicated information to enable the audit to get reliable and relevant information related to MSPO.</p> <p><b>Have the knowledge of factors impacting upon reliability</b></p> <p>Have the knowledge and awareness of contentious issues involved during the audit such as issues highlighted by the mass media and stakeholders, as well as areas of environmental and social significance in the oil palm management area undergoing audit, in addition to assessing their impacts on oil managements</p>
<b>13</b>	<b>Context of the organization</b>	<b>Not applicable</b>	<p>Have knowledge to determine that an organization has identified the external and internal issues including environmental conditions relevant to the content in which it operates that have potential to affects the organization's ability to achieve the intended outcomes of its EMS.</p>

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			Have knowledge to determine that an organization has identified the needs and expectations of interested parties relevant to an organization EMS and QMS.
14	Risk and opportunities	Not applicable	<p>Have knowledge of methods for determining risks and opportunities and how these methods can be applied in an organization's context.</p> <p>Have knowledge to determine if an organization has appropriately identified and addresses the risks and opportunities related to its context, environmental aspects and compliance obligations.</p>

### 9. Competence Requirements for Management System Auditors.

#### a. Knowledge of business management practices

- Knowledge of general organization types, size, governance, structure and workplace practices, information and data system, documentation systems and information technology.

#### b. Knowledge of audit principles, practices and techniques

- Knowledge of generic management systems audit principles, practices and techniques, as specified in this standard sufficient to conduct certification audits and to evaluate internal audit process.

#### c. Knowledge of specific management system standards/normative documents

- Knowledge of the MSPO standard or other normative documents being specified for certification sufficient to determine it has been effectively implemented and conforms to requirements.

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### **d. Knowledge of certification body process**

- Knowledge of a certification body process sufficient to performs in accordance with the certification body procedures and process.

### **e. Knowledge of client's business sector**

- Knowledge of the MSPO terminology, practices and process common to a client's business sector sufficient to understand the sectors expectation in the context of the management system standard or other normative documents.

### **f. Knowledge of client products, process and organization**

- Knowledge related to the types of products or processes of client sufficient to understand how much an organization can operate and how the organization can apply the requirements of the management system standard or other relevant normative document.

### **g. Language skills appropriate to all levels within the client organization**

- Capable of communicating effectively to persons at any level of an organization using appropriate terms, expressions and speech.

### **h. Note taking and report writing skills.**

- Capable of reading and writing with sufficient speed, accuracy and comprehension to record, take notes and effectively communicate audit findings and conclusions.

### **i. Presentation skills**

- Capable of presenting audit findings and conclusion to be easily understood. For the team leader, presenting in a public forum e.g closing **meeting; audit findings, conclusions and recommendations appropriate to the audience.**

### **j. Interviewing skills**

- Capable of interviewing to obtain relevant information by asking open-ended, well formulated questions and listening to understand and evaluate the answers.

### **k. Audit management skills.**

- Capable of conducting and managing an audit to achieve the audit objectives within the agreed timeframe. For the team leader, capable of facilitating meetings for the effective exchange of information and capable of making audit.