

BQAS Certification (M) Sdn Bhd (1179994-x)

Attachment 4-JD 06

Auditor
Report To: Managing Director

Revision Date: 02/12/2024
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Job ID: JD 06/CS
Category: Contractual Staff

1. Job Purpose

Assisted the Team for Auditors in conducting audit job to BQAS client/certified client. Audit job are conducted initial certification, surveillance and recertification audit or any other audit related to MSO certification.

2. Key Accountabilities

- a. Assist the Lead Auditor in the Preparation of Audit Plan and pre-audit visit
- b. Participate in the opening and closing meetings with client/certified client during the conduct of audits.
- c. Assist the lead auditor in carrying out Stage 2 audit (documentation).
- d. Assist the lead auditors in carrying out Stage 1 (on site and documentation).
- e. Assist the lead auditor in carrying out surveillance, recertification audits (documentation).
- f. Document minutes of meeting - Opening, Closing & Stakeholder meetings.
- g. Keep relevant audit record (in coordination with lead auditor)
- h. Perform interview with client's stakeholders
- i. Conduct information gathering, evidence to assessed criteria.
- j. Any other responsibilities assigned by Lead Auditor & BQAS MD relevant to Audit assignment.

3. Key attributes

- Conversant in languages- English, Bahasa and local dialects.
- Writing skills in English and Bahasa.
- Able to work under pressure
- Possess interviewing skills and ability to interpret, analysis and write objective evidence and assessments apart from collecting related data/information.
- Customer oriented personality
- Good knowledge on operations of palm oil mills.
- Hardworking and good team player
- Good knowledge of palm oil industry and plantation operations/ activities
- High integrity

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4. Qualification

Education

- Post-secondary education, college or university diploma/degree in one of the following; agriculture, 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, conversation, safety and environmental.

6. Training

Attended the MS 2530 series of standards training or other Auditor competency trainings endorsed by MPOCC.

Auditor

- **Shall have undergone & completed the MSPO Auditor course.**

7. Auditing Experience

- Conducted a minimum 4 on site audits for a total of at least 20 man-days of audit for a total of at least 20 man-days of audit experience as an auditor-in-training under the direction and guidance of a qualified Lead Auditor for MSPO or equivalent certification schemes.

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	Auditor/Lead Auditor
1	MSPO Terminology	Have knowledge 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.
7	Compliance obligation	Not applicable	Have knowledge to determine and assess the application of laws, code of

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			practise, procedures and guidelines related to oil palm management.
8	Emergency preparedness and response	Not applicable	Have knowledge and understanding to evaluate the effectiveness of oil palm emergency preparedness and response process.
9	Operational control	Not applicable	Have knowledge and understanding of MSPO auditing principles, including techniques used to evaluate the effectiveness of the oil palm industry
10	Factors related to the site	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.	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.
11	Scope	Have knowledge to determine that the proposed scope of certification is appropriate to achieve the intended results of the application review.	Have the knowledge to determine the scope when an MSPO is appropriate within the context of an organization and its activities, products and services.
12	Communication information	Not applicable	Have the knowledge to auditing of communicated information to enable the audit to get reliable and

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			<p>relevant information related to MSPO.</p> <p>Have the knowledge of factors impacting upon reliability</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>
13	Context of the organization	Not applicable	<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> <p>Have knowledge to determine that an organization has identified the needs and expectations</p>

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			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.

d. Knowledge of certification body process

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

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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.