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

Technical Reviewer
Report To: Managing Director

1) Job Purpose

To evaluate, examine & confirm that the Certification Report and the Peer Review report has the necessary contents to enable the certificate to be awarded.

2) Specific Functions

a. Arrange with the Document Controller to view hard copies of Certification Reports and the reports from the Peer Reviewer by filing a Checklist for Technical Reviewer (see **Annex A)** as proof of assuming a task and to qualify for remuneration.

b. To confirm that the report by the peer reviewers is comprehensive and conform to the requirement of MSPO MS 2530: 2022 series and related scheme document.

c. To ensure that the reported sources of data and is reliable and valid.

d. To ensure that the peer review comments and recommendations are based on the evidence presented in the audit report.

e. To confirm that the peer reviewer has prepared a concise and comprehensive report to the requirements of the standards.

3) Competency Requirements & Selection

- Minimum 7 years' experience in oil palm management or expertise related to various aspects of oil palm management such as agriculture, environmental science quality management, sociology.

- Have the necessary knowledge and work experience to access the adequacy of the audit report submitted by the auditors. In dept knowledge on the applicable local rules and regulations and the conditions of the oil palm plantation areas audited including the oil palm management system being implemented would be an advantage.

- Have a good understanding of the certification standards for oil palm management under the MSPO Certification Scheme and the MS 2530:2022 series used and its related auditing procedures.

- Has successfully completed the scheme owner-endorsed awareness training on MS2530 series.

- See requirements as listed in **Table 1** attached.

4) 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 10 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 or objective evidence demonstrating that a satisfactory level of knowledge relevant to or related fields has been achieved.

7) Auditing Experience
- **Not applicable.**

8) General Requirements
- **Not applicable.**

Table 1: Knowledge for MSPO Auditing and Certification

No	Knowledge	Application Review	Peer review
1	MSPO Terminology	Have knowledge environmental terms and definitions	Have knowledge of MSPO term and definitions
2	Fundamental concepts and principles of MSPO Environmental OSH and QMS.	Not applicable	Have knowledge and understanding of fundamental concepts and principle of MSPO certification system.
3	MSPO training and measuring techniques	Not applicable	Not applicable
4	MSPO aspects and impacts	Have knowledge of MSPO aspects and associated impacts.	Have knowledge of MSPO aspects and associated impacts.
5	Life cycle perspective	Not applicable	Not applicable
6	MSPO performance evaluation	Not applicable	Have knowledge of MSPO performance evaluation
7	Compliance obligation	Not applicable	Have knowledge of applicable compliance obligations sufficient to make decision on the basis of a certification audit report.
8	Emergency preparedness and response	Not applicable	Not applicable
9	Operational control	Not applicable	Not applicable

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's activities, sufficient to select a competent audit team.	Not applicable
11	Scope	Have knowledge to determine that the proposed scope of certification is appropriate to achieve the intended results of the application review.	Have knowledge to determine that the scope of certification is appropriate to comply with the various MS 2530 series.
12	Communication information	Not applicable	Not applicable
13	Context of the organization	Not applicable	Not applicable
14	Risk and opportunities	Not applicable	Not applicable