

MSPO INTERNAL AUDIT TRAINING PROGRAM FOR PLANTATION PERSONNEL

SPEAKER: ENCIK MOHD SABRE SALIM

DATE: 26 – 27 FEBRUARY 2020

VENUE: ISP HEADQUARTERS
SUITE 3A01, LEVEL 3A, PJ TOWER
AMCORP TRADE CENTRE
18 PERSIARAN BARAT
46050 PETALING JAYA, SELANGOR



INTRODUCTION

Principle 1 Criteria 2 in MSPO clearly stated that the internal audit must be conducted regularly and the internal audit report must be available for management to review (Principle 2 Criteria 3) and take necessary action to ensure compliance all the times and for further & continuous improvement (Principle 2 Criteria 4). MSPO Internal Audit shall be conducted by a team of competent auditors. These TWO days training program will provide guidance on preparation and documenting MSPO internal audit plan, methodology of conducting MSPO Internal Auditing, acceptable MSPO internal audit process, preparation of MSPO internal report, recording and reporting of findings, Non-Compliance and follow-up and closing of issues. Upon completion of this training program, participants should be able to perform as a competent MSPO Internal Audit team members.

WHO SHOULD ATTEND?

All plantation personnel including:-

- Estate staff / executives identified to be MSPO internal auditors
- Internal Auditors
- Estates' executives such as Administrator, Assistant Manager, Sr Assistant Manager & Manager
- Those interested to be an MSPO auditor

REGISTRATION FEE

- ISP MEMBER RM550 (Inclusive of 6% SST)
- NON-MEMBER RM650 (Inclusive of 6% SST)

TRAINING OUTCOMES

- ✓ Gain knowledge on MSPO Internal Auditing requirements
- ✓ Develop systemic plan for MSPO internal audits.
- ✓ Develop a comprehensive MSPO internal audit schedule
- ✓ Develop MSPO Internal Audit procedure
- ✓ Develop MSPO Internal Audit Check-List
- ✓ Identify the core competencies to be a MSPO internal auditor
- ✓ Identify the core competencies required for MSPO external / lead auditors.
- ✓ Conduct MSPO internal auditing
- ✓ Prepare MSPO internal audit report
- ✓ Documenting non-compliance for corrective actions
- ✓ Communicate objectively with stakeholders
- ✓ Inculcate quality work culture
- ✓ Assisting management to identify weaknesses and strengths in MSPO certification requirements
- ✓ Assisting management to identify alternatives for continuous process improvement
- ✓ Be a competent MSPO Internal Auditor

METHODOLOGY

- Briefing, lectures and explanation
- Inquiry Technique / Question and Answer Technique
- Group work technique – discussion
- Mock-up /demo –classroom activity
- Workshop & Presentation

WHAT YOU WILL COVER?

DAY 1		DAY 2	
8.30 am – 9.00 am	REGISTRATION, BREAKFAST & INTRODUCTION TO THE PROGRAM	8.30 am – 9.00 am	REGISTRATION & BREAKFAST
9.00 am – 9.45 am	INTRODUCTION TO AUDITING <ul style="list-style-type: none"> ▪ Introduction to quality system auditing ▪ Audit Criteria ▪ Purpose of audits ▪ Quality system audit types ▪ Benefits of audit 	9.00 am – 10.30 am	AUDIT PERFORMANCE <ul style="list-style-type: none"> ▪ Basic activity steps ▪ Opening Meeting Agenda ▪ Questioning Techniques – Many types of Questioning Techniques ▪ Audit Questioning ▪ Sampling ▪ Collecting Evidence
9.45 am – 10.30 am	AUDITORS <ul style="list-style-type: none"> ▪ Definition of auditors ▪ Auditors responsibilities ▪ Qualifications and Competent auditors 	10.30 am – 11.00 am	COFFEE BREAK
10.30 am – 10.45 am	COFFEE BREAK	11.00 am – 1.00 pm	CROSS CHECKING AUDIT <ul style="list-style-type: none"> ▪ Process of Cross Checking ▪ Audit Trails ▪ Closing Meeting
10.45 am – 11.45 am	AUDIT PLANNING <ul style="list-style-type: none"> ▪ The phases of audits ▪ Audit Plan & Programs 	1.00 PM – 2.00 PM	LUNCH BREAK
11.45 am – 1.00 pm	AUDIT PREPARATION <ul style="list-style-type: none"> ▪ Audit Information ▪ Audit Duration ▪ Audit Documents 	2.00 pm – 3.00 pm	AUDIT FINDINGS <ul style="list-style-type: none"> ▪ Classifying of Findings ▪ Non-Conformity & Observations ▪ Audit Evidences ▪ Non-Conformance & Non-Compliance ▪ Documenting of Non-Compliance ▪ Observation & Opportunity for Improvement
1.00 pm – 2.00 pm	LUNCH BREAK	3.00 pm – 4.00 pm	AUDIT REPORTS <ul style="list-style-type: none"> ▪ Contents of Report ▪ Follow up Process ▪ Close Out
2.00 pm – 4.30 pm	AUDIT PREPARATION <ul style="list-style-type: none"> ▪ Preparation of Audit Check-list 	4.00 pm – 4.30 pm	SESSION ROUND-UP & CLOSING
4.30 pm – 5.30 pm	TEA BREAK & NETWORKING	4.30 pm – 5.30 pm	TEA BREAK & NETWORKING

CURRICULUM VITAE MOHD SABRE BIN SALIM

QUALIFICATION

- ✓ Master in Business Administration (MBA) – UiTM/2006
- ✓ Bac Sc Agribusiness – UPM/1986
- ✓ Diploma in Agriculture – UPM/1983
- ✓ Advance Certificate in Training Management – NIOSH/2007
- ✓ Advance Certificate in Train the Trainer – NIOSH/2007
- ✓ Certificate in Train the Trainer – HRDF/2007 & CIDB/2014
- ✓ Certificate in Malaysian Sustainable Palm Oil (MSPO) Lead Auditor – DQS/2015
- ✓ Certificate in Malaysian Sustainable Palm Oil (MSPO) Peer Reviewer – MPOCC/2017

WORKING EXPERIENCE

Hands on experience in plantation management that includes field operations, finance & administration, trainings and other HR management for:

- East Asiatic Company / Hap Seng Plantation - (1986 – 1997)
- Putrajaya Holdings Sdn Bhd (Prang Besar) / Distinct Plantation (MKIC) - (1998 – 2001)
- Aikinmas Sdn Bhd, Bintulu (2002 – 2008)

Training and consultancy experience in plantation sector since 2004 till now - that includes

1. TRAINING:

- ✓ General management, leadership & financial management
 - ✓ Occupational safety & health management
 - ✓ Plantation (agriculture & agribusiness) management & field practices
 - ✓ Malaysian Sustainable Palm Oil (MSPO)
- #### 2. CONSULTANCY:
- ✓ Malaysian Sustainable Palm Oil (MSPO)
 - ✓ Estate field operations audit / estate visit
 - ✓ Plantation management / business

3. CERTIFICATION AUDIT & PEER REVIEWER:

- ✓ Malaysia Sustainable Palm Oil (MSPO)
- ✓ Roundtable Sustainable Palm Oil (RSPO)

4. EDUCATION:

- ✓ Resource person for The Incorporated Society of Planters
- ✓ Guest lecturer for local universities



REGISTRATION FORM

Please register the following personnel to attend the training as above.

Please photocopy for multiple bookings.

Name: _____
I/C No.: _____
Email: _____
Member: RM 550.00 (Membership No.: _____)
Non-Member: RM 650.00

Special Dietary Requirement (Tick if applicable)

Vegetarian Others _____

Name: _____
I/C No.: _____
Email: _____
Member: RM 550.00 (Membership No.: _____)
Non-Member: RM 650.00

Special Dietary Requirement (Tick if applicable)

Vegetarian Others _____

Name: _____
I/C No.: _____
Email: _____
Member: RM 550.00 (Membership No.: _____)
Non-Member: RM 650.00

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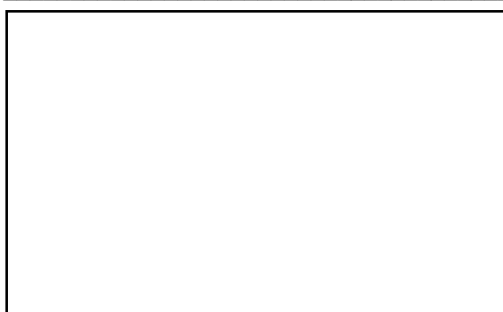
Special Dietary Requirement (Tick if applicable)

Vegetarian Others _____

*** All fee inclusive of 6% Sales & Service Tax (SST) for Malaysians only.

Company Name: _____
Person in Charge: _____
Telephone: _____
Email: _____
Address: _____

Company's Stamp/
Signature:



PAYMENT METHOD

- Cash (Walk in only)
- Online Transfer
- ATM Transfer
- Cheque/ Bank Draft)
(Cheque/ Bank Draft No.: _____)

Credit Card Visa Mastercard

Card No.: _____

Cardholder's Name: _____

Bank's Name: _____

Expiry Date: _____ / _____ (mm/yy)

Signature: _____ Date: _____

Amount: **RM** _____

Payment can be made to **ISP MANAGEMENT (M) SDN BHD** bank account **AMBANK ISLAMIC BERHAD/ AMBANK BERHAD 888-101-596-8511**

** Please return the registration form and provide proof of payment to emails below

TERMS AND CONDITIONS

- ❖ Request for cancellation must be made in writing.
- ❖ 100% refund will be made for written cancellation received **6 days before the day of the Seminar**. Refund will be issued after the Seminar.
- ❖ No refund will be given for cancellation received after the Seminar. However, replacement is acceptable; please forward the replacement name to emails below.
- ❖ The registration form serves as the official invoice.
- ❖ All membership subscription should be paid before the day of the Seminar to entitle for members' rate, or else, non-members' rate will be applied.
- ❖ The Organisers shall not be held responsible for whatever cost (hotel reservation/ flight ticket) incurred by participants.
- ❖ The Organisers reserve the right to make changes to courses without prior notice whether in terms of date, time, venue or any other aspects.

Registration must be done by faxing/emailing the registration form to the following:

CONTACT PERSON

For **REGISTRATION**: Ms. Siti NurNabilah Mohd Said
☎ 03-7955 5561 ✉ nabilah@isp.org.my

For **ENQUIRIES**: Mr. Rajindran Irusan
☎ 012-316 1280 ✉ rajindran@isp.org.my

