

MSPO – INTERNAL AUDIT TRAINING PROGRAM



SPEAKER : EN. MOHD SABRE SALIM

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

6 – 7 NOVEMBER 2024

INTRODUCTION

Principle 1 in MSPO standards (MS2530-2022) clearly stated that the internal audit must be conducted regularly, and the internal audit report must be available for management to review and take necessary action to ensure compliance all the times and for further & continuous improvement. MSPO Internal Audit shall be conducted by a team of competent auditors. This 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. This training program will be conducted in dual language, a mixture of English & Bahasa Melayu.

TRAINING OUTCOMES

Participants will be able to;

- Participants will be able to;
- Develop plan & procedure for MSPO internal audits.
- Develop MSPO Internal Audit Check-List
- Conduct MSPO internal auditing & write audit report
- Documenting non-compliance for corrective actions
- Identify alternatives for continuous process improvement
- Be a competent MSPO Internal Auditor

WHO SHOULD ATTEND

All plantation personnel including

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

MODULE/COURSE CONTENT/SESSION SCHEDULE

DAY 1

INTRODUCTION TO THE PROGRAM
SUSTAINABILITY & MSPO – THE INTERPRETATION
MSPO CERTIFICATION PROCESS
INTRODUCTION TO QUALITY & MSPO AUDITING
✓ Internal Audit – Operational
✓ External Audit – Certification Body
AUDITING vs ESTATE VISIT - DISCUSSION
INTRODUCTION TO MSPO INTERNAL AUDITING
✓ Terms & process flow
✓ Purpose of Internal Audit
✓ Benefits of Internal Audit
✓ Internal Audit Criteria
MSPO INTERNAL AUDITORS
✓ Definition of auditors
✓ Auditors' responsibilities
✓ Who Can Be the MSPO Internal Auditors - Qualifications & Experiences
✓ Competent MSPO Internal Auditors

DAY 2

MSPO INTERNAL AUDIT PLANNING
MSPO INTERNAL AUDIT PREPARATION
✓ Audit Information
✓ Audit Duration
✓ Audit Documents
✓ Audit Check-list
MSPO INTERNAL AUDIT PERFORMANCE
✓ 3 Basic Audit activity
✓ Opening Meeting Agenda
✓ Questioning Techniques
✓ Types of Audit Questions
✓ Sampling
✓ Collecting Evidence
CROSS CHECKING AUDIT
MSPO INTERNAL AUDIT CLOSING MEETING
MSPO INTERNAL AUDIT FINDINGS
MSPO INTERNAL AUDIT REPORTS
CORRECTIVE ACTION REQUEST & CLOSE-OUT

TRAINING METHODOLOGY

Few techniques will be adopted such as:

- Briefing, Lectures and Explanation
- Inquiry Technique / Question and Answer Technique
- Group Work Technique / Workshop – discussion
- Mock-up / Demo – classroom activity



Trainer Profile - MOHD SABRE SALIM

Known as the modern planter by many, Mohd Sabre Salim has the “special touch” to change the life of a young unknown cadet trainee to a successful planter. His wide experience in plantation business management areas made him the outstanding person for reference in developing all levels of personnel in plantation industry. Equipped with the latest and advanced knowledge in plantation management, it is undeniable he is a role model that young planters of today emulate and dreamed to be.

Colonial trained by traditional Danish planter in the early 80's, polished by open minded Malaysian planters, he is able to nurture young school leavers with necessary foundation to become successful planters. To him, pursuing knowledge and gaining experience to upgrade his career and passion in developing people is a never-ending mission. With this in mind from a Diploma in Agriculture and degree in Agribusiness in the early 80's, he pursued his Master in Business Administration (MBA) in 2004/06 specifically for the plantation industry. From then on it was no turning back for him. His mission is to gain experience, get knowledge, shared with others to add their values. It is proven when he thought plantation business management subjects for certificates, diploma, degree and masters student from various public and private universities as well as carrying out public and in-house training programs for plantation personnel.

He is also a competent and certified trainer with a level 3 advanced Train the Trainer from National Institute of Occupational Safety and Health (NIOSH), Malaysian Construction Development Board (CIDB) and the Pembangunan Sumber Manusia Berhad (Human Resource Ministry). He was appointed as an external consultant for human resource management and development by National Human Resource Centre, Ministry of Human Resource. Adding to his knowledge, he grabbed the opportunity and successfully completed the MSPO Lead Auditor Courses and now a certified Malaysian Sustainable Palm Oil (MSPO) Auditor, MSPO Certification Consultant and also a MSPO Peer Reviewer (MPOCC). Since the introduction of MSPO, he has delivered various consultancy services, training and knowledge sharing in the sustainability subjects to personnel from plantation companies and university students.

With combination of vast hands-on experience in plantation operations, business management and administration, knowledge and information from the exposure in plantation sector regionally, training & presentation competency and passion in human capital development, he has provided numerous interactive and learner-centered training and development in the areas of plantation operations and management, managerial and supervisory development programs, plantation financial management, Occupational Safety and Health Management for plantation and agricultural sector, project management areas, employee performance management, plantation cadetship programs and also guest lecturer for plantation modules offered by public universities for diploma, degree and masters students.

He is a very active member of Incorporated Society of Planters, appointed to support the services of the INCORPORATED SOCIETY of PLANTERS (ISP) as

1. BOARD OF DIRECTORS for ISP
2. BOARD OF DIRECTORS for ISPM Sdn Bhd
3. CHAIRMAN of TECHNICAL EDUCATION SCHEME COMMITTEE
4. COMMITTEE Member of IT/LIBRARY COMMITTEE

Binding in a word “competent”, his training session is an experience gaining event, an acquaintance with him will be an invaluable experience that will benefit you, your career and your employer.

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REGISTRATION FORM

Please register the following personnel to attend the training as above. Please photocopy for multiple bookings.

Name: _____
I/C: _____
Email: _____
Mobile No.: _____
Member: **RM864.00** (Membership No.: _____)
Non-Member: **RM1080.00**

Name: _____
I/C: _____
Email: _____
Mobile No.: _____
Member: **RM864.00** (Membership No.: _____)
Non-Member: **RM1080.00**

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I/C: _____
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Member: **RM864.00** (Membership No.: _____)
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Mobile No.: _____
Member: **RM864.00** (Membership No.: _____)
Non-Member: **RM1080.00**

Name: _____
I/C: _____
Email: _____
Mobile No.: _____
Member: **RM864.00** (Membership No.: _____)
Non-Member: **RM1080.00**

*****All fees are inclusive of 8% Sales and Service Tax (SST) for Malaysians only.**

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

Company's Stamp/Signature:

PAYMENT METHOD

- HRDC Grant
- Cash (Walkin 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 Training. Refund will be issued after the Training.
- No refund will be given for cancellation received after the Training. 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 Training to entitle for members' rate, or else, non-members' rate will be applied.
- The Organiser shall not be held responsible for whatever cost (hotel reservation/ flight ticket) incurred by participants.
- The Organiser 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:

For ENQUIRIES/ REGISTRATION: Pn. Nadhira
nadhira@isp.org.my
03-7955 5561 En. Rizal
rizalhisham@isp.org.my

For office use only:
Date : ___/___/___
Inv. No.: _____
OR No.: _____

