

MALAYSIAN PALM OIL BOARD



MPOB CERTIFICATION BODY

STANDARD OPERATING PROCEDURE

01

APPLICATION FOR CERTIFICATION

	MALAYSIAN PALM OIL BOARD CODES OF PRACTICE	Rev. No	3
		Eff. Date	01/09/2025
	STANDARD OPERATING PROCEDURE		
	Application For Certification	Doc. Name	MPOB/CoP/SOP/01

OBJECTIVE : This section describes the procedure and step to be taken to process the application for MPOB Codes of Practice Certification.

SCOPE : This section indicates the personnel responsible and the steps that should be taken to handle the application.

RECORD : Application Form, Client File

NO.	PROCEDURE	RESPONSIBILITY	INTERFACE
1.	Receipt of Application The applicant shall submit the completed application form along with the certification agreement to the secretariat. The person in charge at the secretariat is responsible for receiving the application.	PIC / Secretariat	Application Form
2.	The application will be reviewed and processed by the secretariat before forwarded to the Certification Manager for approval.	PIC/Secretariat	
3.	The applicant will be informed once the application is approved or not approved.	PIC/ Secretariat	Email
4.	For approved applications, the premises will be registered with a unique code and a file will be opened.	PIC/ Secretariat	File of Client
5.	For rejected applications, they will be returned to the applicant along with the stated reasons for rejection.	PIC/ Secretariat	Email
6	For Phase 1 of CoP Certification, if there are no activities and external issues persist for more than six (6) months from the registration date, the certification process will be discontinued.		

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7	Premises will be presented to the Certification Evaluation Committee Meeting for a decision, and a letter will be issued accordingly.		
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