

MALAYSIAN PALM OIL BOARD



MPOB CERTIFICATION BODY STANDARD OPERATING PROCEDURE

06

SUSPENSION OF CERTIFICATE

	MALAYSIAN PALM OIL BOARD		Rev. No	3
	CODES OF PRACTICE		Eff. Date	01/09/2025
	STANDARD OPERATING PROCEDURE		Doc. Name	MPOB/CoP/SOP/06
	Suspension of Certificate			

OBJECTIVE : To ensure that the process of suspending certification complies with the policies and procedures as defined by MPOB Codes of Practice.

SCOPE : This procedure covers the steps to be taken for suspending certification.

RECORD : MPOB Rules and Regulation, SOP for Revocation of Certification

NO.	PROCEDURE	RESPONSIBILITY	INTERFACE
1.	MPOB shall inform the premises about the procedure for suspension of CoP certification and specify the subsequent actions that will be taken by MPOB.	Evaluation Committee (EC)	MPOB Rules and Regulation, Website : www.copn.mpob.gov.my
2.	MPOB shall suspend certification in cases when, for example; ▪ The client's certified management system has persistently or seriously failed to meet certification requirement, including the effectiveness of the management system. ▪ The certified client does not allow surveillance or recertification audits to be conducted at the required frequencies. ▪ If a case of improper use of the certificate- such as, misleading prints or advertising - is not resolved through suitable retractions or other appropriate remedial actions by the client. ▪ The certified client has voluntarily requested a suspension. ▪ There has been any other contravention of the certification rules and regulations ▪ The certified clients did not submit Corrective Action within the agreed timeline.		

	MALAYSIAN PALM OIL BOARD		Rev. No	3
	CODES OF PRACTICE		Eff. Date	01/09/2025
	STANDARD OPERATING PROCEDURE		Doc. Name	MPOB/CoP/SOP/06
	Suspension of Certificate			

3.	List of certified clients suggested for suspension will be presented in the EC Meeting for approval. The certified clients will be notified through an official letter within 7 working days from the CC decision.	Evaluation Committee (EC) Certification Committee (CC)	Suspension letter
4.	The certified premises have the right to appeal from suspension within 30 days from the date the suspension letter is issued. The suspension will not exceed 6 months.	Certification Manager	
6.	The letter of appeal and Corrective Action Report (CAR) received from the auditee will be processed by the secretariat and forwarded to the Evaluation Committee. A revisit audit (if there is a need) will be conducted by MPOB within 6 months from the date of suspension. If the certified premises did not appeal within 30 days from the date the suspension letter is issued, MPOB reserves the right to proceed with the suspension or discontinue the certification	Evaluation Committee (EC)	i. Appeal letter ii. SOP for Conducting Audit
7.	After the revisit, the acceptance of corrective actions, along with the audit report, shall be submitted to the Evaluation Committee for evaluation to determine the continuation of certification. If the corrective actions are deemed unsatisfactory, MPOB will proceed with the revocation of the certification.	Evaluation Committee (EC)	i. Minutes of EC meeting ii. SOP for Revocation
8.	The Evaluation Committee shall deliberate on the appeal, and recommendation will be made to the Certification Committee for final approval.	Certification Committee (CC)	Minutes of CC meeting
9.	Upon request by any party, MPOB shall accurately state the certification status of a client's management system as being suspended.		

	MALAYSIAN PALM OIL BOARD CODES OF PRACTICE	Rev. No	3
		Eff. Date	01/09/2025
	STANDARD OPERATING PROCEDURE	Doc. Name	MPOB/CoP/SOP/06
	Suspension of Certificate		

