

**MSPO-INTERNAL AUDIT TRAINING PROGRAM
FOR PLANTATION PERSONNEL**



DATE: 4 – 5 MARCH 2019

SPEAKER: MOHD SABRE BIN SALIM

VENU: ISP HEADQUATERS

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

ORGANISED BY ISP
MANAGEMENT (M) SDN
BHD

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. 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.

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

TARGET AUDIENCE

- 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 FEES

ISP MEMBER	RM550 (INCLUSIVE OF 6% SST)
NON-MEMBER	RM650 (INCLUSIVE OF 6% SST)

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?

D A Y	MORNING SESSION (9.00 AM – 1.00 PM)	AFTERNOON SESSION (2.30 PM – 3.30 PM)	D A Y	MORNING SESSION (9.00 AM – 1.00 PM)	AFTERNOON SESSION (1.30 PM – 5.00 PM)
	1	<ol style="list-style-type: none"> 1. Sustainability- The Interpretation Sustainability Aspects in MSPO Certification Process 2. Introduction to Auditing 3. Auditing VS Estate visit/Supervision/Monitoring -Discussion 4. Introduction to MSPO Internal Auditing 5. Auditors 		<ol style="list-style-type: none"> 1. MSPO Internal Audit Planning 2. MSPO Internal Audit Training 3. MSPO Internal Audit Preparation 	2

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ISP HEADQUARTERS: SUITE 3A01, LEVEL 3A, PJ TOWER, AMCORP TRADE CENTRE
REGISTRATION FORM

BILLING DETAILS

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

Signature
Name: _____ Designation: _____

Company's Stamp

PARTICIPANT(S)' DETAILS

1. Name: _____
 I/C No.: _____ Member (Membership No.: _____) Non-Member

2. Name: _____
 I/C No.: _____ Member (Membership No.: _____) Non-Member

3. Name: _____
 I/C No.: _____ Member (Membership No.: _____) Non-Member

4. Name: _____
 I/C No.: _____ Member (Membership No.: _____) Non-Member

5. Name: _____
 I/C No.: _____ Member (Membership No.: _____) Non-Member

PAYMENT METHOD

Cash Online Transfer ATM Transfer
 Cheque/Bank Draft (Cheque/Bank Draft No.: _____)

Amount: RM _____

Payment can be made to **ISP MANAGEMENT (M) SDN BHD** bank account **AMBANK ISLAMIC 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 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.
- Registration must be done by faxing/emailing the registration form to the following:

<u>CONTACT PERSON</u>					
For REGISTRATION:	Cik Nabila	Tel. No.:	03-7955 5561	Email:	nabilah@isp.org.my
For enquiries:	Mr. Rajindran	Tel. No.:	012-316 1280	Email:	rajindran@isp.org.my

DEADLINE:
1 MARCH 2019

ABOUT THE TRAINER

MOHD SABRE SALIM - biodata

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 Course and now a certified Malaysian Sustainable Palm Oil (MSPO) Auditor and also a MSPO Peer Reviewer (MPOCC) . Since the introduction of MSPO, he has delivered various 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.

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.