

MALAYSIAN PALM OIL BOARD



MPOB CERTIFICATION BODY STANDARD OPERATING PROCEDURE

01

APPLICATION FOR CERTIFICATION

 M P O B	MALAYSIAN PALM OIL BOARD CODES OF PRACTICE	Rev. No	3
		Eff. Date	01/04/2023
	STANDARD OPERATING PROCEDURE		
	Application For Certification	Doc. Name	MPOB/CoP/SOP/01

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

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

RECORD : Application Form, File of Client

NO.	PROCEDURE	RESPONSIBILITY	INTERFACE
1.	Receipt of application Applicant submits application and certification agreement to the secretariat. The person in charge at the secretariat is responsible to receive the application.	PIC / Secretariat	Application Form, Certification agreement
2.	The application is processed and reviewed by the secretariat and forward to certification manager for approval.	PIC/Secretariat	
3.	Inform the applicant once application is approved or not approved.	PIC/ Secretariat	Email
4.	For approved application, the premise will be registered with a unique code and a file will be open.	PIC/ Secretariat	File of Client
5.	For the rejected application, it will be returned back to applicant with the given reason.	PIC/ Secretariat	Email



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